

Parent Handbook for Copperhaven School Re-Entry



August 20, 2020

This document is subject to review and update based on new information from PSD, Alberta Health Services and the Minister of Education.

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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 Copperhaven School.

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

At Copperhaven School during the staggered entry start day students will be taught and will review the following:

- Ensure students are taught and reminded about proper hand washing techniques. Students will practice with their class where and how to wash their hands. Students will be taught where and how to sanitize their hands.
- Ensure students are taught and reminded about the importance of physical distancing, coughing and sneezing techniques. Students will be shown and will practice distancing outside their entry door, their classroom door, by the washrooms, and other common spaces.
- Review proper mask procedures for putting on and taking off masks, as we require students in grades 4-12 and all staff to wear masks in all common areas and on busses and when social distancing or close contact is for more than 15 minutes. Please send a container or bag to safely store your child's mask when not in use. This includes washing and/or sanitizing their hands before removal, storage of the used mask, then washing and/or sanitizing their hands. Then practicing washing and/or sanitizing before putting on their mask and then washing and/or sanitizing their hands.
- Encourage the use of face masks where appropriate and instruct /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, such as in the classroom.

To the highest extent possible, at Copperhaven School:

- All sinks in the school and classrooms will have soap and/or paper towels available to assist with hand washing.
- Students are encouraged to bring a water bottle labeled with their name instead of using water fountains.
- Teachers will share with students and families the process for hand cleaning and sanitation for their classrooms, such as before snack, before and after shared tools, equipment, when exiting and entering the classroom. 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 and entering and exiting a classroom. It is encouraged that families send personal hand sanitizer with their children as well as if wearing a mask, a container or bag to safely store the mask when not in use.

- Signs will be posted through the school 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.](#)
- There will be a mobile hand sanitizing station at the public entrance(s) of all the school by upon entering the foyer all guests and/or visitors will be required to use the hand sanitizing station when entering the school.

ENHANCED CLEANING AND DISINFECTING

- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
 - The Principal will have a detailed plan created with the head custodian to ensure to the greatest extent possible high traffic areas, bathrooms and common spaces are cleaned as frequently as possible.
 - 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.
- When possible, all classroom, office and common doors will be propped open to decrease touch points. Exterior doors, aside from the front door, will remain closed and locked, as per our usual practice.
- At Copperhaven School, when it is safe and secure, to increase circulation of outdoor air, we will open doors or windows.
- 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 students to wipe the surface with paper towel). This will be asked, when appropriate, when using a shared space.
- All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned have been removed from classrooms or will be designated to a singular student use – such as personalized seating, or sensory equipment.

SCREENING

- The [COVID-19 Screening Questionnaire](#) shall be reviewed each day by all school staff and students prior to coming to school. No paper documents will be submitted by parents/guardians. It is not necessary for schools to keep a daily copy of this questionnaire.
- Answering "yes" to any of the questions on the questionnaire means that an individual must complete the [Alberta Health Services Online Assessment tool](#) and follow the directions. The results from the Alberta Health Services Online Assessment Tool will determine whether or not you may enter the school.

In Alberta, individuals are LEGALLY REQUIRED to self-isolate if:

- You test positive for COVID-19.
- You have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You have been in contact with someone known to have COVID-19.
- You have travelled outside Canada within the last 14 days.

In Alberta, individuals DO NOT have to self-isolate if:

- You are awaiting asymptomatic test results (in this case, you have none of the symptoms listed).
- You have no symptoms of illness.
- You have symptoms of illness that are related to a pre-existing illness or health condition.
- You have tested negative for COVID-19.
- You have tested negative for COVID-19 and have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. We do always suggest you stay home when sick with any illness, until symptoms resolve; however, if your COVID test is negative, this is not legally required.

Screening Requirements for School Entry – Parkland School Division

- Each day, staff and students must consider the questions on the Fit for School Assessment (below) before coming to school.
- It is the ongoing responsibility of staff and students to comply with the screening requirements.
- It is the responsibility of parents and staff to help their children comply with the screening requirements.
- Children and youth will need a parent to assist them to complete this screening tool.
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold at all entrances to the school.

RESPONDING TO ILLNESS

- Staff members, parents, and students must not enter the school if they have symptoms of COVID-19. This document and the supporting documents are available on the Copperhaven School website, will be shared in a parent email and sent out as needed to ensure to the greatest extent possible that all staff, parents and students are aware they are to not enter the school if they have symptoms.
- Copperhaven School has a procedure 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 required to use the [AHS Online Self Assessment Tool](#) and follow instructions.
- If a student develops symptoms while at the school facility, the student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room, which will be located close to the office. A staff member will stay with the student and check on them regularly if it is deemed appropriate. The parent/guardian will be notified to come and pick up the student immediately. If the separate room is not available, the

student will be kept at least 2 meters away from other students. The student will be required to access the COVID-19 testing by accessing the [AHS Online Testing tool](#), or required quarantine period. Please refer to the [Responding to Illness Protocol](#).

- o If the student requires close contact and care, staff will continue to care for the student until the parent is able to pick up the student. Staff will wear a mask and/or additional personal protective equipment during all interactions with the student and should avoid contact with the student's respiratory secretions.
 - o 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.
 - o All items the student touched/used while isolated will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
 - o The room used to isolate will be appropriately cleaned and disinfected following use.
- Copperhaven School will have an established "infirmary" to accommodate students exhibiting symptoms while they wait for parent/emergency contact pickup.
 - If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school will follow outbreak notification procedures as per routine zone protocols. In such an event, the Principal must contact Division Office and Alberta Health Services.
 - 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 Medical Officer of Health](#).

Parents are asked to clearly confirm the following information:

- Copperhaven School asks that you confirm the two emergency contacts provided in Power School with the understanding that these individuals would be expected to pick up a sick child in a timely manner if your child should become symptomatic. The office will be reviewing student contact information and reaching out to families that have yet to complete this information.
- Please reach out to the office prior to school starting if your child has a pre-existing condition that may display with COVID-19 symptoms. Copperhaven School will keep records of students 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. Families will be required to provide proof of the negative COVID-19 test. This can be done through your MyAlberta Digital ID, your family doctor or any pharmacy.

COHORTS

To the greatest extent possible at Copperhaven School:

- Students will remain in their cohort for the day for all grades.
- Teachers will be planning to have classroom activities with “cohorts within the cohort” where students work with the same group when close proximity is required, such as shared play, science labs, group work.
- When possible teachers will switch classrooms, not students.
- Recess breaks, lunch time, transition between classes, etc. will be staggered to keep cohorts physically distanced.
- Will keep records of cohorts and potential interactions between students/cohorts to assist with potential contact tracing.

PHYSICAL DISTANCING

To the greatest extent possible at Copperhaven School will:

- 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.
- Space tables as far apart as possible, attempting to reach the recommended guideline of 2 meters (6 feet).
- Turn desks to face the same direction (rather than facing each other) or students sit on one side of tables, spaced apart not facing each other.
- All teachers are to keep accurate seating plans within classrooms.
- Closed or limited seating in common spaces.
- When in the hallways, students will maintain physical distance within a cohort whenever possible to minimize the risk for virus transmission (i.e., spacing between desks, spots on the floors in line for the bathrooms).
- Teachers in grades 4-9 will 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 in classrooms. Masks are required for students in grades 4-9 and all staff when in common spaces and on busses. Masks for students in K- 3 are optional and acceptable. Please send a container to store the mask when not in use.
- Teachers have removed any unnecessary furniture items from classrooms to maximize the amount of space between desks.
- Have a staggered dismissal of classes to provide for physical distancing in hallways, this may alter *slightly* the end time for students.
- The recess and lunch breaks will be staggered to decrease numbers of students in hallways, common areas or on the playground which will *slightly* alter those times for the class cohort. Siblings may not have the same recess and lunch times.
- Supervision in schools/grounds during morning drop off to encourage appropriate physical distancing.

- There will be signage, floor spots and arrows to address traffic flow throughout the schools. This will be reviewed with students during their staggered entry date to start the year. This will include designated entrance and exit doors.
- There will be areas with directional arrows, 2-meter physical distancing areas where lineups occur (For example: parent waiting areas, front offices, playground equipment, bathrooms), within classrooms for students or other applicable areas.
- There will be a limit to the capacity for all bathrooms and the gym change room of 2 students at a time. Teachers will review and practice the bathroom process for their classrooms on the first day back in school.
- Signage will be placed for all meeting and breakout rooms indicating capacity limits.

IN-PERSON LEARNING

At Copperhaven School staff will:

- Have cleaning procedures, processes and altered room configurations to support social distancing.
- Implement regular hand washing and sanitizing upon entering and exiting their classroom and when activities such as recess, PE or Music occur.
- Modify their classroom plans to limit student movement in class, limit sharing of resources and limit student close contact.
- Sequence learning plans/activities to cover and/or 'easy to physically distance activities' at the beginning of the school year.
- Collaborate and plan together with the on-line, at home learning teams to support students and families with flexibility in programming and transitions.
- 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.
- Plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, students are to wash before and following the use of shared items. When possible, shared items will be cleaned and disinfected after use.
- Students' personal supplies--pencils, notebooks, scribblers, etc--will be stored separately in school provided plastic totes.
- Copperhaven School will be offering CTF-Career Courses ("options") for grades 7-9 students that are easy to physically distance/have limited sharing in the first term and will be based on the student ***Homeroom cohort***. There will be a variety of CTF courses offered to each Homeroom cohort, but students will not be choosing their options courses to limit the cohort mixing. CTF courses will be delivered to all students in the Homeroom Cohort for the duration of the course. This will be reviewed *throughout the year depending on health measures*.
- It is important for students who stay at school for lunch to remember to bring their lunch each day as it is not easy for school staff to accommodate family members dropping off food. If a student forgets their lunch, families should phone the office and we will work out a solution. Students will store lunches with their other personal belongings. All students must wash their hands before eating, and ***eat only their own food***. Students are not permitted to share food under provincial health guidelines. At this time, microwaves will not be available to students, as a shared item.
- At this time, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom.

- Off-campus lunch break privileges will remain available for students in grade 9, with signed parental permission forms which will be provided to students at the beginning of the year.

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

Drop off:

All students will have an assigned door to use every time they enter and exit their school. The location for your child's door will be sent in the parent welcome email from homeroom teachers along with their class assignment. Supervision begins at 8:45. Students should not arrive prior to 8:45.

Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school past the front office.

When students arrive at school, they will:

- go to the area outside their assigned door where teachers will be supervising.
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines to line up with their homeroom school when it is time to enter the school
- wait for staff to bring them into the school.
- Entry will be staggered to limit how many students enter the school at the same time.

Pick up:

Students will be released from their homeroom to go out their designated doors based on bus riders first. When all bus students have exited the building, students being picked up or who are walking home will be dismissed on a staggered release basis as directed by their teacher. This may *slightly* alter the end of day for students.

Adults picking up students at school will be asked to stay in their vehicle or on the outside sidewalk at the front of the school, and to maintain a safe physical distance between themselves and others.

EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

- Non-essential visitors, including parents will not be allowed into the school, those needing to meet with teachers, or staff can make an appointment.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school, an appointment is required.
- A record of all visitors will be kept.
- The school will screen service providers, visitors, volunteers and independent contractors using the [Visitor Entry Protocol for PSD Schools and PSD Sites](#) 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 and the [Visitor Entry Protocol for PSD Schools and PSD Sites](#).
 - 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.
- Students will be expected to wash hands before and following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).

AUXILIARY SPACES

- Gymnasiums are open for use during re-entry to deliver physical education, extracurricular or other educational programs.
 - When possible physical education will 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.
 - Teachers will be choosing easier to physically distance activities.
- Use of shared items or sports equipment will be limited to the greatest extent possible. Each homeroom class will have a bin of equipment to use for recess, or outdoor play. Equipment that must be shared will be cleaned and disinfected before and after each use, or users will 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

HOT LUNCH PROGRAM

- Copperhaven School will work with our TBRA and the Hot Lunch Program to develop a safety plan. Decisions regarding the continuation of the program will be made at a later date.

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

- 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.

- o Schools are encouraged to look at additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods.
- 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).