

Parkland School Division



Guidance for School Re-Entry Parent Handbook

Prescott Learning Centre



November 5, 2020

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OVERVIEW

This document is designed to accommodate the return to school for staff and students in which students will be attending Prescott Learning Centre.

The 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.

GENERAL BUILDING SAFETY

PROMOTE HEALTHY HYGIENE PRACTICES

At Prescott Learning Centre, during the staggered entry start day, students will be taught and will review the following:

- Proper hand washing techniques - students will practice where and how to wash their hands.
- The importance of physical distancing and coughing and sneezing techniques - students will be shown and will practice distancing outside their entry door, their classroom door, by the washrooms, and in other common spaces.
- As part of a number of new school safety measures to combat COVID-19, mask use for all Alberta Grade 4 to 12 students, and all school staff, will be mandatory across Alberta when school returns for the 2020-21 year. COVID-19 can be spread by infected individuals who have not yet, or who may never develop symptoms. Masks, including homemade cloth masks or non-medical face masks, are another way to reduce the risk of spreading COVID-19 and are recommended in areas where physical distancing may be challenging or not possible. For more guidance on this, please refer to [PSD's Mask Protocol](#). Please send a container or bag to safely store your child's mask when not in use.

To the highest extent possible, at Prescott Learning Centre:

- All sinks will have soap and hand driers 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 using shared tools and equipment, as well as upon entering and exiting 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 upon entering and exiting a classroom. Families are encouraged to send personal hand sanitizer with their children.
- Signs will be posted throughout the school on how to stop the spread of COVID-19, how to properly wash hands, how to properly wear a face covering and to promote everyday protective measures. [Link to posters](#).
- There will be a mobile hand sanitizing station at the public entrance of the school. Upon entering the foyer all guests and visitors will be required to use the hand sanitizing station.

- 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 that high traffic areas, bathrooms and common spaces are cleaned as frequently as possible.
 - Frequently touched surfaces (i.e. door handles, water fountain push buttons/knobs) within the school will be cleaned as frequently as possible based on the school cleaning protocol developed with custodians/facilities.
- In classrooms, it will be encouraged to keep the doors and windows open when possible. As well, all offices and common doors will be propped open to decrease touch points, when possible.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces and 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 a paper towel). This will be asked when appropriate and when using a shared space.
- All non-essential '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.
- Sensory equipment or educational tools will be available with additional safety protocols.

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.
- [Signs](#) will be posted reminding people not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold, at all entrances to the school.

For isolation and quarantine requirements in Alberta, please visit alberta.ca/isolation.

Screening Requirements for School Entry – Parkland School Division

- Each day, staff and students must consider the questions on the [Fit for School Assessment](#) 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.

- 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 Prescott Learning Centre website, will be shared in a parent email and re-sent, as needed, to ensure to the greatest extent possible that all staff, parents and students are aware they are to not to enter the school if they have symptoms. If a student is exhibiting symptoms, they must do the [AHS Online Assessment Tool](#) to determine if they must be tested for COVID or self-isolate.
- Prescott Learning Centre 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](#).
 - 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.
 - 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 will be cleaned and disinfected as soon as the student has been picked up.
 - The room used to isolate will be appropriately cleaned and disinfected following use.
- Prescott Learning Centre will have an established "infirmiry" that is different than our office located infirmiry to accommodate students exhibiting symptoms while they wait for parent/emergency contact pickup.
- If two or more staff/students within a cohort test positive for COVID-19, the school will follow outbreak notification procedures as per routine zone protocols. In such an event, the Principal must contact the 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](#).
- Any decision to notify or not-notify families regarding potential COVID-19 exposure is at the discretion and under the direction of Alberta Health Services. 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.

Parents are asked to clearly confirm the following information with our school office:

- Prescott Learning Centre asks that you **confirm your student's 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. 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**. Prescott Learning Centre will 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 (i.e. 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.

COHORTS

To the greatest extent possible at Prescott Learning Centre:

- Students will remain in their homeroom cohort for the day for all grades.
- Teachers will plan to have classroom activities with "cohorts within the cohort", where students work with the same group when close proximity is required, such as during shared play, science labs, group work.
- When possible, teachers will switch classrooms rather than the students, except for Music, Physical Education and Recess. All shared areas or tools will be disinfected between uses and students will wash or sanitize their hands prior to entering a space and again when leaving a space.
- Recess breaks, lunch time, transition between classes, etc. will be staggered to keep cohorts separated. In most situations, except for the start of the day and end of the day, it will mean that one grade, when possible, will be using their designated exit and entrance into the building at a time.
- Records of cohorts and potential interactions between students/cohorts will be kept in order to assist with potential contact tracing.

PHYSICAL DISTANCING

To the greatest extent possible Prescott Learning Centre will:

Field Trips and other Educational Supports:

- 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 and support proper hygiene (i.e. hand washing).
- Limit access to the school of any non-essential visitors or volunteers including parents. This includes drop off in the mornings and pick up at the end of the day. If a pick up is needed mid-day, the parent can come to the main office and the student will meet them there. The office will maintain records of contacts within the school by any visitors to the school.

In Classroom and Homeroom Distancing:

- Space desks and tables as far apart as possible. Teachers will configure their classrooms to have the greatest space possible and will have set seating plans.
- Keep accurate seating plans within classrooms that do not change frequently. These seating plans will be shared with the office.
- Organize desks/tables to face the same direction and space them as far apart as possible.
- Recommend and support the use of masks in situations where physical distancing is not possible (e.g., on buses, during some sporting activities) for students in grades 4-9. In grades K-3, students who are comfortable wearing a mask will be supported, in addition to having an extra emphasis placed on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities.
- Encourage students to maintain physical distancing, in classrooms and hallways, 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).
- Remove any unnecessary furniture and items from classrooms to maximize the amount of space between desks.

Common Areas and Hallway Distancing:

- Larger common areas (gyms, collaboration centre, innovation studio) may be used for activities that require larger social distancing than is available in classrooms. As it is a common space, face masks would be worn by students in grades 4-9 and would be supported for K-3. The students would wash or sanitize their hands prior to entering the space and would do so again, upon leaving. The space would also be sanitized between class uses.
- Teachers will accompany classes outside at the end of the day to minimize congestion in the hallways and entrance areas.
- The recess and lunch breaks will be staggered in order to decrease the number 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.
- There will be an increase in supervision in busy areas of the school and school grounds during morning drop off to encourage appropriate physical distancing.
- There will be signage, floor spots and arrows to address traffic flow throughout the school. This will be reviewed with students during their staggered entry date to start the year. 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).
- There will be areas with directional arrows as well as 2-meter physical distancing areas where lineups occur such as in parent waiting areas, front offices, bathrooms, within classrooms and other applicable areas.
- Circulation of library materials will be limited at this time. Our library tech will use a mobile cart and serve students one at a time, in order to facilitate book exchange. This will be reevaluated later in the year.

Common Rooms:

- Washrooms will be cleaned and disinfected several times throughout the day.
- Signage will be placed for all meeting rooms, limiting capacity as required.
- There will be reduced seating in the office and common spaces to prevent or limit gathering of students, visitors, and staff.

At Prescott Learning Centre, 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 after activities such as recess, Music and Phys. Ed.
- modify their classroom plans to limit student movement in class, sharing of resources and student close contact.
- share their classroom specific plans with Administration and families to ensure clarity and support understanding.
- sequence learning plans/activities in order to physically distance 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.
- 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 and share assigned seating plans. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.
- plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use.
- plan for students to have their own personal supplies to use that are stored separately from others.
- ask themselves the following questions to determine the risk of the activities and whether they should proceed, when planning:
 - 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? (i.e. electronic devices, equipment, etc.)

Recess:

Morning and lunch recess will be staggered and students will be outside with their grade level cohort in a designated area. Areas outside will be designated to specific grade-level cohorts and physical distancing will be supported.

Lunch:

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 as soon as possible 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.

Other Food at Prescott Learning Centre:

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.

Music:

Music instruction will continue at Prescott Learning Centre, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time unless socially distanced outside. Instruction will focus on music appreciation, theory and playing percussion or string instruments, for the time being.

Physical Education:

Prescott Learning Centre will continue to provide physical education instruction. We will try to deliver much of the programming outside as it is most desirable, and activities that support physical distancing, such as badminton, are recommended. Sharing equipment is discouraged. Equipment that is used will be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment. Use of lockers in the change room will not be permitted and as such, students will not be changing for class at this time. A separate set of clothes should still be sent should a student get wet, or dirty when outside and need to change. Also shoes that meet the requirements of movement should be sent to facilitate indoor classes if needed.

CTF:

In order to reduce cohort sizes, optional courses (CTF) for grade 6-9 at Prescott Learning Centre will not begin first thing in the fall. These courses will be postponed until later in the year.

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

Drop off:

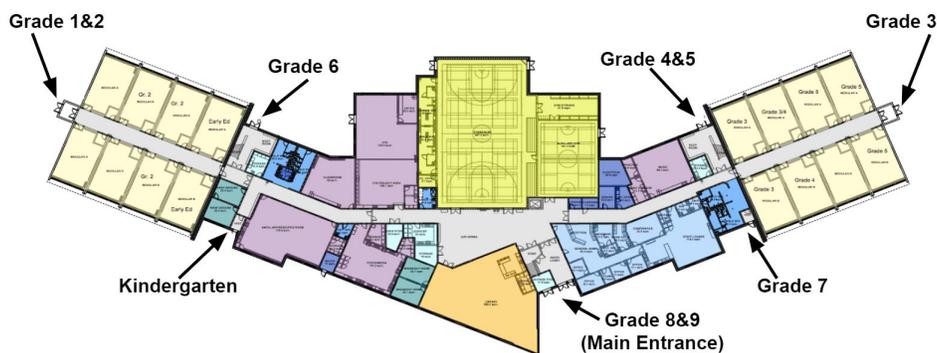
Students should not arrive prior to 8:10, as inside and outside supervision begins at 8:10. Students will not be able to enter the school earlier and wait in the common spaces as has been the prior practice. All students will have an assigned door to use every time they enter and exit the school, with the exception of late arrivals or early pick-ups.

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 (see below) where staff will be supervising.
- follow physical distancing guidelines to stay at least two meters apart while they wait outside.
- follow physical distancing guidelines while entering the school (no earlier than 8:10) and walk directly to their class where their teacher will be waiting to assist them.
- wear masks while entering the school and walking through hallways (grades 4-9).

The process outlined above applies for parent drop off as well as for students who walk or ride the bus. For the first few weeks, extra supervisors will be outside to support distancing and homeroom teachers will remain in the school to assist students. The extra staff will also help students across the grades locate their door and their teacher. The staggered entry to the school year will facilitate this process and be practiced by all students.



Dismissal & Pick up:

Teachers will escort their classes outside at the end of the day to help alleviate congestion at the exits. Although some classes may be outside before the dismissal bell, students will not be dismissed from school grounds until 3:00.

Adults picking up students at school will be asked to stay in their vehicle or outside 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 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, however, 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 attached tool ([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.
- Time and procedures will be given for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).
- Students will keep all of their belongings at their desk. Backpacks and coats, as well as a bin for student supplies, will be kept in the classroom, at each student’s desk. For classrooms that are using hooks in the hallway, access by students is staggered in order to minimize congestion.

Note for Parents regarding School Supplies:

- Please do not send all of the year's supplies with your student to begin the year, as teachers will not be able to store these supplies in the classroom. Rather, your child's teacher will communicate which supplies should be brought the first day, and which will not be required until later in the year.
- In order to maximize available space within the classroom, please only bring supplies necessary for learning. Personal items should be left at home.
- In addition to the supply lists posted on the Prescott Learning Centre website, we are requesting students also bring the following items:
 - small "wash basin" style bin (see below) for student to store personal pencils, crayons, duotangs, etc. at his/her desk to limit item collection and movement within the classroom
 - mask (2 reusable cloth masks per student will be provided), as well as container or bag to safely store the mask when not in use (grade 4-9)
 - labeled water bottle
 - personal-use hand sanitizer (optional, as sanitizer will also be provided by the school)



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 discouraged. Equipment that must be shared will be cleaned and disinfected before and after each use, and/or users will perform hand hygiene before and after each use.

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 is recommended.
 - Music, drama etc. are **NOT** being cancelled at this time.

- Additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods will be considered.
- 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](#).
- Field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements will be cancelled or postponed.
- Events or activities will be limited to those in which physical distancing and proper hygiene can be maintained and supported (i.e. hand washing).
- In order to reduce cohort sizes, optional courses (CTF) for grade 6-9 at Prescott Learning Centre will not begin first thing in the fall. These courses will be postponed until later in the year.