

MONSIGNOR
FEE



PERSON
Catholic Elementary/Junior High

Monsignor Fee Otterson Re-entry Plan 2020–2021

Revised: November 2, 2020

Partners in Technology & Innovative Learning
1834 Rutherford Rd. SW • Edmonton AB • T6W 0N5 • tel: 780 430-8015 • fax: 780 433.8052 • www.monsignorfeecotterson.ccsd.net

OVERVIEW

Our school re-entry plan follows the [COVID-19 ECSD Re-entry Plan](#). It is designed to give families a clear picture of what things will look like at our school under Scenario 1 of the province's re-entry plan.

Our strategy is developed around three key themes—safety and risk mitigation, shared responsibility, and continuity of learning—which work together to support a return to school in September. **This guide will be revised and updated regularly as more data and resources become available.**

To help families better understand the provincial school re-entry plan, Alberta Education has developed the [Parents' Guide 2020–2021 School Year](#) and [Get the Facts: Back to Class for 2020–2021](#).

Parents can contact the school via email or by phone with any questions that may arise. **Parent access to the building will be by appointment only.**

SAFETY PROTOCCOLS FOR 2020-2021

The safety and well-being of staff, students and families is the foundation of our return to school. Protecting each other is the shared responsibility among all members of the school community—we all have a critical role to play in following the safety protocols set out by Dr. Deena Hinshaw, Alberta's chief medical officer of health. These protocols are intended to mitigate or reduce the risk of COVID-19, but do not eliminate all risk. The provincial re-entry plan's focus on safety does not depend on one single strategy, but **many strategies that work together** to support the safest environment possible within the complex dynamics of a school community.

These strategies include:

- cohorting or grouping students and staff to remain together
- screening for illness
- strict illness protocols and isolation requirements
- handwashing and sanitizing
- increased cleaning protocols and standards
- physical distancing
- personal protective equipment (PPE) and masks
- bus transportation guidelines

Cleaning standards

We have developed a COVID-19 cleaning standard for all Division schools that aligns with provincial directives around cleaning and disinfecting. These increased measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- frequently cleaning and disinfecting high-touch surfaces such as water fountains and door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms

Our Division is purchasing all COVID-19 cleaning and safety items on behalf of all of our schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19. It also ensures that all schools have equitable access to these supplies.

Screening for illness

Before coming to school each day, all staff and students must complete the ECSD [COVID-19 Information Screening Questionnaire](#) to determine whether they can attend or must stay home. A copy of the screening questionnaire has also been included on the next page for your reference. **Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.** Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19.

Families are not required to submit the form to the school. It is a tool to assess their child's wellness before sending them to school.

Anyone else permitted in a school will also need to complete the daily [COVID-19 Information Screening Questionnaire](#) before entering the building. People with symptoms of COVID-19 or experiencing illness will not be allowed in the school. The school will have posters on their doors reminding people not to enter the building if they feel sick, or if they have had close contact with someone who is ill or suspected of having COVID-19. **We all must do our part and stay home when we are sick.**

Showing signs of illness while at school

If a student or staff member shows symptoms during the school day, they will need to leave the school. When a student is sick, the student will continue to wear a mask if they can do so safely. School staff who supervise the student will also wear a mask and will:

- bring the student to a private area away from others

COVID-19 SAFETY

CHILDREN UNDER 18 SCREENING QUESTIONNAIRE

This checklist applies for all children, as well as all students who attend kindergarten to Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, child care or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

1	Has the child: <i>(Choose any/all possible exposures)</i>	CIRCLE ONE	
	Traveled outside Canada in the last 14 days? When entering or returning to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project	YES	NO
	Had close contact with a case of COVID-19 in the last 14 days? Face-to-face contact within 2 metres for 15 minutes or longer, or direct physical contact such as hugging	YES	NO

If the child answered “YES” to any of the above:

- The child is required to quarantine for 14 days from the last day of exposure.
 - If the child is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times.
- If the child develops any symptoms, use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.

If the child answered “NO” to both of the above:

- Proceed to question 2.

2	Does the child have any new onset (or worsening) of the following core symptoms:	YES	NO
	Fever Temperature of 38 degrees Celsius or higher	YES	NO
	Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
	Shortness of breath Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
	Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO

If the child answered “YES” to any symptom in question 2:

- The child is to isolate for 10 days from onset of symptoms.
- Use the [AHS Online Assessment Tool](#) or call Health Link 811 to arrange for testing and to receive additional information on isolation.

If the child answered “NO” to all of the symptoms in question 2:

- Proceed to question 3.



PLEASE HELP PROTECT YOUR COMMUNITY

3 Does the child have any new onset (or worsening) of the following other symptoms:	CIRCLE ONE	
Chills Without fever, not related to being outside in cold weather	YES	NO
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
Unexplained loss of appetite Not related to other known causes or conditions, such as anxiety or medication	YES	NO
Muscle/joint aches Not related to other known causes or conditions, such as arthritis or injury	YES	NO
Headache Not related to other known causes or conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)	YES	NO

If the child answered “YES” to ONE symptom in question 3:

- Keep your child home and monitor for 24 hours.
- If their symptom is improving after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary.
- If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the [AHS Online Assessment Tool](#) or call Health Link 811 to check if testing is recommended.

If the child answered “YES” to TWO OR MORE symptoms in question 3:

- Keep your child home.
- Use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

If the child answered “NO” to all questions:

- Your child may attend school, child care and/or other activities.

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started/until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.



PLEASE HELP PROTECT YOUR COMMUNITY

- contact parents or guardians to pick up their child immediately. Please ensure student emergency contact information has been confirmed at the beginning of September.
- Should a student become ill, a parent/caregiver or emergency contact must pick up the student as soon as is possible.
- Parents are encouraged to access COVID-19 testing by accessing the [COVID-19 Self-Assessment Tool for Albertans](#) as a caution before the student returns to school.

Wearing a mask at school

Masks are emerging as an important way to mitigate the risk of spreading COVID-19. **All staff and students in Grades 4–12 will be required to wear a mask** when physical distancing at school and in the classroom are challenging. It remains our strong recommendation that students younger than grade 4 also wear face masks, where possible. Practices such as physical distancing, hand washing, staying home when sick, and increased environmental cleaning continue to be additional priority health measures.

Some important things to know about the use of masks are:

- individuals who are physically, psychologically or developmentally unable to wear a mask, or any protected ground under the Alberta Human Rights Act, may be excused from this health protocol. As well, those students with pre-existing respiratory concerns will not be made to wear a face mask if it inhibits their ability to properly breathe.
- all students K-12 will be required to wear a face mask while on ETS or yellow bus.
- please follow the provincial health guidelines for [how to choose and wear a mask](#)
- every student in the Division has been provided with two reusable masks.
- If someone forgets their mask, a disposable mask can be provided.

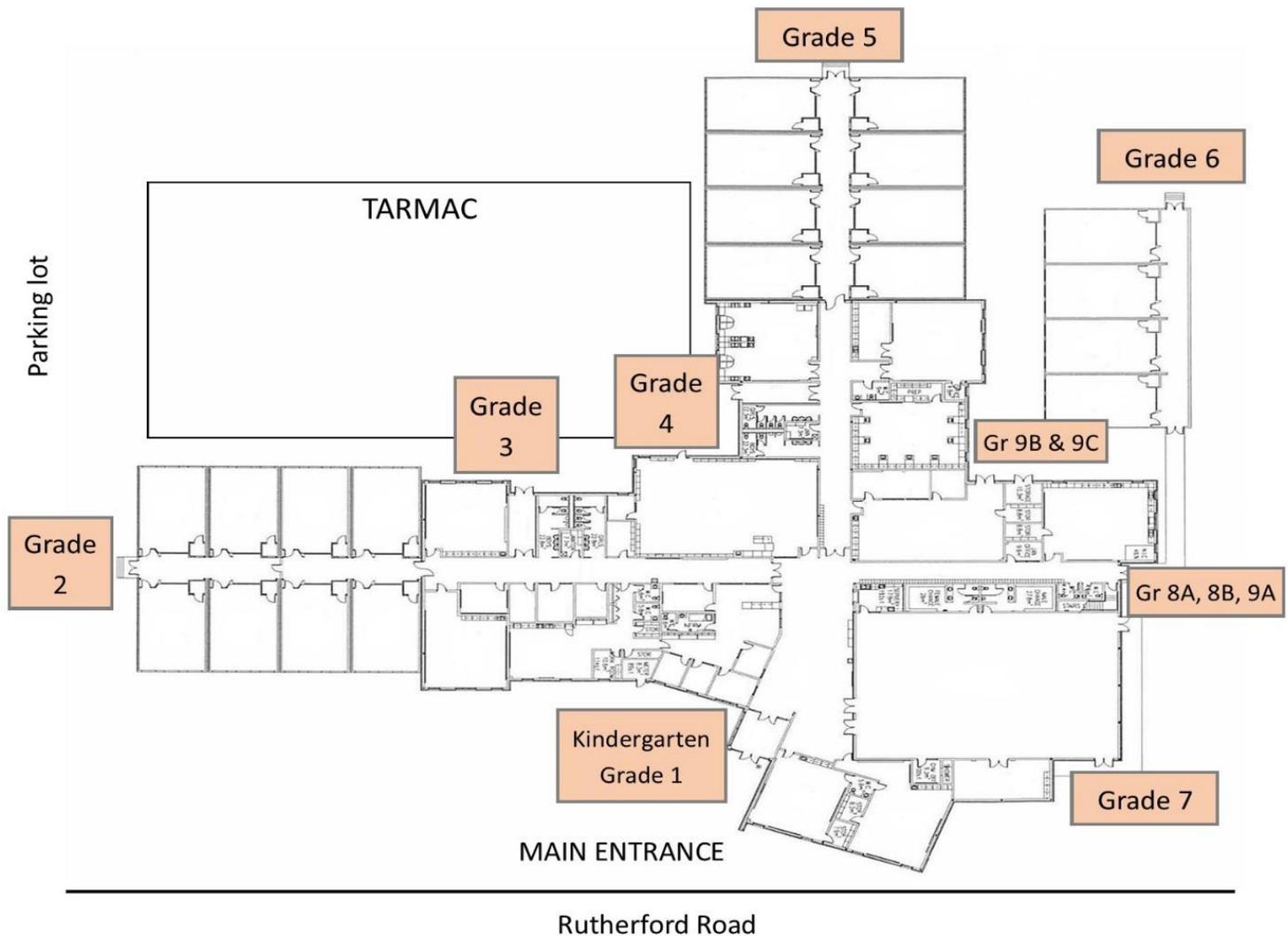
Handwashing and sanitizing

As soon as students enter the school, they will be required to use hand sanitizer or immediately wash their hands. Schools will create schedules to support hand hygiene by considering washroom locations, the number of students entering the school and other relevant factors. Students will be required to use hand sanitizer or hand wash again when they enter their classroom at key times throughout the day. Soap and water for 20 seconds are the preferred method for cleaning hands.

Schools will provide hand sanitizer throughout the building to support these requirements. Schools will also promote proper hand hygiene with verbal reminders and posters throughout the school. It is also encouraged that families send their children to school with personal hand sanitizer.

NEW ROUTINES FOR ARRIVAL AND DISMISSAL

To ensure safe entry and exit for all children, **9 clearly labelled entrance/exit doors** will be utilized by students and staff. This map outlines the grade assignments. Students/cohorts will use the same door for arriving at school and end of day dismissal, as well as for recess breaks, outdoor physical education, and outdoor learning experiences. Staff will review these assignments to ensure the safety is sustainable and effective.



Parents of children requiring additional supports and assistance with safe entry and exit will be contacted directly prior to school start-up. The main entrance will be the entry/exit door for children who specifically require this accommodation.

School staff will be on supervision each morning at 8:00 a.m. to support safe entry as well as supervision at 2:55 p.m. to support a safe exit at dismissal.

Before School	After School
<p>When students arrive at school, they will:</p> <ul style="list-style-type: none"> • go to the area outside their assigned entrance where staff will be supervising • follow physical distancing guidelines to stay at least two meters apart while they wait outside in line • wear a mask if they are required to do so. • stagger classes while entering. 	<p>MFO will take measures to prevent crowding in hallways and to support appropriate physical distancing, including:</p> <ul style="list-style-type: none"> • Students leaving through their assigned entry/exit door • Dismissal times being slightly staggered—this may differ slightly from the school’s regular bell schedule and will not interfere with transportation schedules.
Other Important Considerations	
<ul style="list-style-type: none"> • Students arriving late to school (after 8:15 a.m. or 11:40 a.m. for Kindergarten) will ring the buzzer, then they will be directed to go to their assigned entrance where staff will be waiting to let them in. • Adults who come to pick up students from school for appointments will be asked to stay in their vehicle or outside the school. • During inclement weather (rain or extreme cold) students will enter, under the supervision of staff, in a staggered, physically distanced manner through their designated entrance upon arrival. • Students will not be allowed to wait in the school whether before or after school as they did in previous years. • At no time are parents able to park or leave their vehicle in the drive-thru zone or staff parking lot. • Adults who come onto school property must wear a mask and maintain a safe physical distance between themselves and others, and remain outside of the school. Additionally, while on school property, adults cannot gather, must wear a mask, and always maintain appropriate physical distancing. 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. 	

IMPORTANT SCHOOL WIDE PROTOCCOLS

Hallways and Washrooms

Schools will use a variety of visual cues (posters and arrow/standing-dot floor markers) to help students maintain physical distancing and control movement within the school.

- Students will follow all directional signage and stay to the right in each hallway.
- Movement through hallways will be minimized with access limited to washrooms, entrance/exit doors and the gymnasium.
- Restriction of seating in common areas to prevent students from gathering. Further students will be encouraged to keep moving in the hallways and head directly to their next destination without congregating.
- Number of staff and students in one area will be limited.
- Washrooms will be cleaned and disinfected several times throughout the day.
- There will be a maximum number of students permitted in the washroom at one time.
- Occupancy posters will be posted clearly to support and manage the number of occupants allowed in spaces such as washrooms, workroom, office, staffroom, infirmary, etc.

Recess and playground equipment

Students will remain in their assigned learning cohorts for recess activities. Our school will ensure each cohort has an area outside that supports physical distancing and promotes play and physical activity. Classroom cohorts have been assigned specific areas in the schoolyard. Recesses have been staggered between Gr 1-3, Gr 4-6 and Gr 7-9 groupings to ensure physical distancing is possible

We will follow the Government of Alberta's [Guidance for Playgrounds](#) when using schoolyard and outdoor equipment.

- At the outset of the school year, outdoor play equipment **has not** been provided in order to adhere to COVID-19 sanitization standards. We are currently reviewing this and establishing an appropriate cleaning procedure for recess equipment.
- Students **will not** be able to bring personal outdoor play equipment to school at this time

Lunch and Snacks

As in the past in accordance with ECSD policy, MFO will maintain a closed-campus approach, apart from confirmation by parents for the necessity of a student to go home at lunch.

- It is important for students to remember to bring their lunch each day—we will not be able to accommodate family members who want to drop off special lunches. If a student forgets their lunch, families will need to phone the school to work out a solution.
- Students will store lunches with their other personal belongings.
- Students will not be allowed to share food nor utensils under any circumstances.
- **Treats cannot be sent from home for birthdays or special days.**
- Potluck events, barbecues, food trucks, special days (eg. Hot Lunch days) are all postponed at this time.

Snack and lunch items will not be allowed outside the classroom and must be eaten only after strict hand washing protocols have been followed. 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.

The school will not be able to support any food being brought into the school through a food delivery service (such as pizza or Skip the Dishes) for staff or students.

Student supplies and learning materials

Students will have their own personal supplies and stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they will be cleaned and disinfected after use. Students will wash or sanitize their hands both before and after using the shared items.

- Each classroom teacher will ensure student supplies and resources are separated for individual use whether in clearly labelled cardboard boxes, plastic storage bins or backpacks. Students will keep their personal belongings with them at all times.
- Hallway lockers continue to be inaccessible for student use.
- Each student will be required to bring individual school supplies to use in the classroom environment and during outdoor learning experiences
- Individual water bottles will travel with students to and from school each day and daily cleaning requirements will be the responsibility of the family
- Chromebook carts will be individually assigned to classroom cohorts and individual students. As well, they will be disinfected daily.
- In any situation where a Chromebook is shared between two students, the Chromebook will be sanitized after each use

- Where possible, we encourage families to consider our parent purchase plan and have your child bring their own device (BYOD). The cleaning of these devices will be maintained by individual families.

Assigned seating in classrooms

Students will follow assigned seating plans throughout the day in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support contact tracing should the need arise.

Visitors and Volunteers

In-person visitors and volunteers will not be allowed at this time. This includes guest speakers, sports-team coaches and artists in residence. Currently, parent volunteers are not permitted in the school building.

Individuals entering the school will be required to wear a mask and sign into the COVID-19 visitor log.

Transportation

Students with COVID-19 symptoms or experiencing illness will not be permitted on the bus. Masks are mandatory for all students (K to Grade 12) on yellow buses. Bus drivers will have a limited supply of masks for students who do not have a mask with them.

- students will be assigned regular seats, and a record of this seating plan will be kept in order to assist with contact tracing. Students who live in the same household will be seated together.
- students will respect physical distancing while they get on and off the bus, and staff will remind them of this
- the bus will be cleaned according to COVID-19 cleaning standards prior to each run, and this cleaning will be recorded by the driver

REGARDING SCHOOL-BASED ACTIVITIES

Field trips

Field trips and activities requiring group transportation are currently postponed, in keeping with provincial guidelines. As well, our Division has decided that:

- Field trips which don't require transportation, and which can be conducted with all safety protocols in place in the vicinity of the school are supported, with proper field trip documentation.
- Any field trips undertaken should take into account the inherent risks of COVID transmission pertaining to activity, shared equipment, or limited ability to adequately clean equipment between users.
- overnight trips are suspended, and the opportunity to plan and participate in these trips will be reviewed throughout the year as Alberta's chief medical officer of health adjusts local COVID-19 guidelines.

Extracurricular activities (including athletics)

Schools will evaluate whether they can offer extracurricular activities that follow COVID-19 protocols, and let families know which activities are available. Students will be able to participate in those activities regardless of whether they choose in-person or online learning.

School council meetings

School council meetings for the 2020–2021 school year may go ahead. These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial [School Re-entry Plan](#) and the [COVID-19 ECSD Re-entry Plan](#).

Our school will discuss with school council members to determine if we will hold in-person meetings or online virtual meetings.