



Sir John Thompson Re-Entry Plan 2020-2021

Updated October 26, 2020

*The policies and procedures outlined in this document are based on, and aligned with, the School Re-Entry Handbook 2020-2021; Guidance for Administrators and School Staff

Planning a safe return to school

Preamble & Overview

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Returning to near normal

This document provides a comprehensive overview of Sir John Thompson School's Re-Entry Plan under *near normal conditions with health measures in place* as mandated by the Minister of Education. This plan is intended to be flexible and dynamic in nature as new directives and mandates become available through Alberta Health Services and Edmonton Catholic Schools. The protocols outlined in this plan are in accordance with provincial and division guidelines and can be accessed at <https://www.ecsd.net/page/7383/ecsd-re-entry-plan>

KEY parent information

- ✓ Please ensure your child wears a mask on the first day of school; 2 masks will be provided to each student, **but students need to be wearing a mask to enter the building on orientation day**
- ✓ Our Triton Cove concession will not be operation through the month of September, nor will students have access to microwaves or vending machines. Please have your child come to school with a lunch as well as utensils and napkins
- ✓ Athletic teams as well as Jazz Band, Choir, and Tour Band are on hold for the time being
- ✓ Field trips are on hold for the time being
- ✓ Access to the school is limited to students and essential staff. Please make an appointment if you need to meet with staff or visit the office. Your child's safety is our primary concern. Please wear a mask when visiting the school
- ✓ Lockers will not be available, but students will be able to store their personal belongings in the classroom
- ✓ Gym locker rooms will be opened at a reduced capacity. Students are encouraged to come to school with comfortable, activity-friendly clothing or clothing that is easily changed out of

Mandatory COVID training for staff

All staff will complete required COVID training prior to the first day of instruction for students. Time will be provided to staff to complete this training.¹ Staff will be encouraged to receive COVID19 tests prior to their return to work on August 28th.²

Safety and well-being

Safety and well-being of staff and students is paramount. Flexibility, patience, and teamwork will be important as we begin welcoming students back. The required sanitization and distancing protocols will translate to a small loss of instructional time in all blocks. Teachers are encouraged to plan for that reality. We will become more efficient at teaching in this context as the weeks and months unfold. Our ever-increasing familiarity and ongoing collaboration will allow us to improve our practice over time. Our shared goal of supporting the physical, social, mental, and spiritual well-being of our students and staff guides our decision-making.³

Utilizing a grade level cohort model

Students will be cohorted predominately by grade to allow for option classes, EAP, and physical education.⁴ Transitions to and from these classes will be monitored by staff to encourage physically-distanced traffic in our hallways. Hallway interactions are predominantly limited to one grade at a time, except for a few times when options coincide with gym class. The hallways will be marked with directional arrows promoting one-way traffic flow throughout the school.⁵

Students will eat lunch at their assigned desk in their homeroom classes. Triton Cove will not be operational through the month of September and its status will be reassessed in October. Microwaves and vending machines will not be available for use.⁶ Students will need to bring a lunch each day for September and will be reminded to bring their own utensils and napkins.

¹ Edmonton Catholic School Division School Re-entry Handbook – August 2020, pg. 17

² Alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx

³ ECSD Re-entry Handbook, pg. 11

⁴ ECSD Re-entry Handbook, pg. 19

⁵ ECSD Re-entry Handbook, pg. 17

⁶ ECSD Re-entry Handbook, *School & Site Environment*, pg. 5/10

Protocols will be in place to ensure the classroom learning environment is clean and ready for afternoon learning.

School bags will be stored in homerooms, as lockers will not be accessible. Teachers have the autonomy required to determine how to best store backpacks safely in their respective classrooms.

Limiting volume in hallways

Hallway volume and physical distancing will be managed by limiting student movement. Students will receive all core content teaching, including health and religion, in their homeroom classrooms. Students will transition between rooms only for EAP, option classes, and physical education. Students will receive core content instruction in their homeroom classes and teachers will be provided with a schedule indicating which rooms they are to move to for each block.⁷

Hallway traffic will flow in one direction and will be indicated by floor markings.⁸

Hand hygiene protocols

Hand sanitizing stations will exist at all designated entry and exit doors. Students will be required to sanitize their hands upon entry into the building in the mornings and after lunch recess.⁹ Each classroom will have a supply of hand sanitizer. Students will be required to use hand sanitizer before leaving their homeroom for options or gym class. Sanitizer will also be used when students leave to use the washrooms and again upon their return to the classroom. Teachers will determine how to best execute this protocol in their individual classrooms.

See pages 11,13, and 14 for more details on this topic.

⁷ ECSD Re-entry Handbook, *School Site & Environment*, pg. 3 of 10

⁸ ECSD Re-entry Handbook, pg. 17

⁹ ECSD Re-entry Handbook, pg. 16

Staggered entry and exit protocols

Students will enter and exit the building in a mildly staggered fashion to allow hallway volume to be maintained at a low level.

Four entry and exit doors will be in operation and students will be assigned a particular set of doors through which they are to enter and exit the building each day.¹⁰ The door assignments are assigned via closest proximity to our students' homeroom classes.

Blocks 1 and 5 will experience the most disruption to instructional time due to the protocols around slow and methodical entry into the school; particularly as we begin the school year. Teachers are asked to keep this in mind when program planning.

See pages 11-13 for more details on this topic.

Handling paper products

Teachers are encouraged to use electronic learning and teaching resources wherever possible.¹¹ Paper entering the school or classroom needs to remain untouched for a period of 5 days.¹² These health and safety considerations also apply to students receiving paperwork from school staff; such as assessments, handouts, forms, etc. When handling paper, staff and students are to refrain from touching their face and are to use hand sanitizer or wash their hands upon completion.¹³

Enhanced classroom protocols

Teachers are to develop and implement classroom routines that allow for the frequent cleaning of desks, tables, chairs, and other high-touch areas.¹⁴ Shared equipment, including electronic devices are to be cleaned between each individual use.¹⁵ Masks are to be used in all situations, in all areas of the school and school property that do not allow physical distancing of 2 meters.¹⁶ Teachers will develop routines for students to clean their desks, tables, and chairs as frequently as possible

¹⁰ ECSD Re-Entry Handbook, *School Site & Environment*, pg. 8 of 10

¹¹ ECSD Re-entry Handbook, *School & Site Environment*, pg. 7/10

¹² ECSD Re-entry Handbook, *School & Site Environment*, pg. 7/10

¹³ ECSD Re-entry Handbook, *School & Site Environment*, pg. 7/10

¹⁴ ECSD Re-entry Handbook, pg. 21

¹⁵ ECSD Re-entry Handbook, pg. 21

¹⁶ ECSD Re-entry Handbook, pg. 19

each day.¹⁷ Teachers will create and implement seating plans that will be adhered to each day to help limit student exposure to high touch surfaces.¹⁸ Seating plans will be posted in each classroom and shared with all staff to allow for continuity of care when staff rotate between classrooms.

Masking and face shields

Personal protective equipment (PPE), is considered a last line of defense and is to be used in conjunction with other safety policies and protocols.¹⁹ Face shields are not considered a substitute for a face mask.

Staff and students are required to wear a mask at all times while at Sir John Thompson School. Masks must be worn when entering the school, exiting the school, and when transitioning between classes. Staff will ensure that masks are worn by students. Individual and collective safety is our primary goal and SJT staff will operate with an abundance of caution.

Additionally, masks are to be worn by all individuals who experience or demonstrate symptoms of COVID related illness²⁰ while they wait to be picked up by parents or other designated caregivers.

Gym class

Physical activity is important for all students and will continue to be provided at Sir John Thompson School. Teachers will plan activities that do not require the use of shared equipment.²¹ Equipment that is used will be properly sanitized after each use.

Locker rooms will be limited to a small group of students at a time, with teachers to determine the order for which students will cycle in and out to change before and after gym class. Teachers will use their professional discretion in determining which activities require, or do not require, students to change their clothing.

¹⁷ ECSD Re-entry Handbook, pg. 21

¹⁸ ECSD Re-Entry Handbook, pg. 21

¹⁹ ECSD Re-Entry Handbook, pg. 10

²⁰ ECSD Re-Entry Handbook, pg. 18

²¹ ECSD Re-entry Plan, *Teaching and Activities*, pg. 9/12

iLearn

Learn will be postponed for the time being. Sir John Thompson values student voice and choice and will re-examine iLearn over the coming months.

Option classes

Option teachers have the freedom to program according to their professional discretion within the parameters of Health and Education guidelines. Students will support option teachers in cleaning desktops, surface areas, and shared materials prior to the end of each option block.²² This will interfere with instruction time and may possibly lead to students being a few minutes late for subsequent blocks, especially as we start the year. Teachers are reminded to prepare for and plan for that reality.

Art

No sharing of equipment or supplies unless all such materials can be properly sanitized between each individual students' use.²³

Ms. Petryga's 7C homeroom will be moved to portable 107. Teachers who teach subjects to 7C will teach this group out of portable 107.

The **Art Room** will be used exclusively for students in art and film option classes being taught by Ms. Petryga. The common area will be used as an overflow space for art students and will be cleaned appropriately after each use.



Foods



No food products can be communally created or shared.²⁴ Teacher will create lessons based on food items that can individually prepared and consumed.

Foods classes will continue to take place in the foods lab.

²² ECSD Re-entry Handbook, pg. 21

²³ ECSD Re-entry Plan, *Teaching and Activities*, pg. 8/12

²⁴ ECSD Re-entry Plan, *Teaching and Activities*, pg. 4/12

CTF

Students will be required to wash or sanitize hands before and after using all shared equipment. ²⁵

CTF classes will continue to take place in the CTS lab.



French



Ms. Berube's homeroom class will be located in 206. French option will be taught out of room 202. Teachers who teach classes to 7E will go to room 206.

Outdoor Ed. & Environmental Stewardship

²⁵ ECSD Re-Entry Plan, *Teaching and Activities*, pg. 8/12

These classes are scheduled to the gymnasium but can also take place outdoors when weather permits. There will be no fieldtrips attached to these courses at this time; this may change based on further guidance from Edmonton Catholic Schools.



Music & Band

Music classes will run but wind instruments will not be played at school. Students will be provided with an instrument to keep at home and in-class learning will be comprised of theory only. Teacher will work with students to allow them to practice instruments at home, record their performances, and submit their recordings to the teacher for formative and summative assessment.



SJT has historically had large class sizes for this popular option. Class size for this option may be reduced, depending on classroom and supervisor availability.

Extracurricular music; such as tour band, choice, and jazz band will be placed on hold for the time being.

Detailed Overview of Individual Protocols at SJT

The following protocols are based on the directions of the Division and are subject to change

Entry into the building in the morning

Students who arrive at 7:30 am when the doors open

- enter through the **Main Front Door**
- required to use the hand sanitizing stations that are set up beyond the first set of doors. ²⁶**This will be monitored by admin and office staff**
- students will be **permitted to go to their homerooms upon entry to the school** at 8:10am. Students are expected to remain physically distanced while waiting for classes to begin.
 - o wooden gym benches will be placed against walls in hallway to provide sanitary seating. All soft seating will be removed from hallways and classrooms ²⁷
- students will go directly to their homerooms at 8:10 am. This will clear the hallways for the rush of bus students and parental drop offs that arrive from 8:30 to 8:35 am

Students who arrive after 8:25 am (including students who arrive by yellow bus)

- enter through their **Assigned Doors**
 - o **Main Front Doors**
 - 9A Ms. Fraser, 9B Mr. Luukkonen
 - o **Secondary Front Doors**
 - 9C Mrs. Profiri-Mathers, 8D, Mr. Pisani, 7B Ms. Stetson, 7A Mrs. Comba (straight up the north stairwell upon entry)
 - o **Basketball Court Doors (by portable 107)**
 - 8B Mr. Engebretson, 8E Ms. Shapka, 7C Ms. Petryga, 8C Mr. Chasse
 - o **CTF/ Locker Change Room Hallway Door**
 - 7D Ms. Koester, 8A Mrs. Corbett, 9D Mr. McCullough, 7E Ms. Berube (down the music hallway and up the south stairwell)

²⁶ ECSD Re-entry Handbook, pg. 16

²⁷ ECSD Re-entry Handbook, pg. 21

- each of the four entry ways will have a hand sanitizing station as well as a supervisor to ensure hand sanitizing and a slow, methodical entry takes place
- students go directly to their homeroom upon entering the building

Lunch Protocols

Revision may be required in this area as we gain lived experience with it

- lunch will take place in homerooms; students will be expected to eat in their assigned desks/seats. SJT is a closed campus and students must remain on school property over the lunch hour
- lunch supervisors will walk their assigned hallways and check in on classrooms as they go (like the elementary school model)
- hand sanitizer must be used by each student prior to eating lunch
 - o students will be reminded to do a thorough job of washing their hands when they use the washroom throughout the day
 - o students will need to be reminded about mask etiquette; masks should only be removed once hands have been sanitized.
- hand sanitizer must be used by each student after eating lunch
- students will exit for the lunch recess break in a patient manner using their **assigned doors**
 - o supervising staff will be present to encourage and reinforce a slow, physically distanced exit out of the building
- students will enter after the building after the lunch recess in a slow, patient manner using their **assigned doors** and proceeding directly to their homeroom
- students will sanitize their hands upon entry back into the school
- each of the 4 entry doors will have active supervision during these times

Exit out of the building after school

Students will exit via their assigned doors at staggered times

3:00 pm

- Grade 7 classes will come to an end and grade 7 students will exit the building
- students are to proceed directly outside through their designated doors; no loitering or visiting in the hallways
-

3:04 pm

- Grade 8 classes will come to an end and grade 8 students will exit the building
- students are to proceed directly outside through their designated doors; no loitering or visiting in the hallways

3:07 pm

- Grade 9 classes will come to an end and grade 9 students will exit the building
- students are to proceed directly outside through their designated doors; no loitering or visiting in the hallways

SPECIFICS:

- outside supervision will begin at 3:00 pm
- Regardless of exit door, students will be required to convene at the front of the school and the basketball court to wait for the 3:07 dismissal. Students who walk home or take ETS will not be permitted to leave school property until 3:07 pm
- students will be encouraged to continue wearing their masks at this time

Washroom Protocols

- students will be required to use the closest washroom to their given location at any period in time. Water bottles are not to be refilled in washrooms
- roaming hallways is not permitted
- directional arrows (rather than closest washroom) are to be followed if students need to use the washroom when there are other students in the hallway, such as transition to option classes or coming in from lunch recess
- students will be required to hand sanitize upon returning to class after using the washroom
- the MAX capacity of a washroom will correspond to the number of urinals and/ or stalls it has. Students will be required to wait outside the washroom if they enter and see that is at full capacity (as determined by each stall door being closed and/ or each urinal occupied)
 - o stickers encouraging physical distancing will be in the hallways outside bathroom doors
- staff can support hygienic washroom practices among students by speaking with homerooms about using one's foot to flush, using paper towels to turn off faucets and open doors upon exit, and limiting time spent in the washroom
- all washrooms will have signage encouraging proper handwashing and safe washroom etiquette²⁸

Managing student illness

²⁸ ECSD Re-entry Handbook, pg. 16

Protocol for students who self-identify as ill, as well as students whom teachers suspect may present an emerging risk (student has sudden onset of cough, is sweating, presents as lethargic and feverish, etc.).

- direct student to the office immediately
- student will be made comfortable in the office chapel (with the door closed)
- office staff will:
 - contact the student's parents / guardians and arrange for immediate pick up
 - emergency contacts will be contacted if parents cannot be reached
 - provide the student with a fresh mask if his or hers has become soiled with vomit or other fluid
 - don gloves, gown, and a face shield in addition to his or her face mask for all interactions with the student while in the chapel
 - make a note of the student's name in the **Student Illness Logbook**
 - doff and discard all PPE after interacting with the ill student; follow up with hand sanitizer and a fresh mask
- custodial staff will:
 - ensure a deep clean of the chapel once the student has been picked up and before any other staff or students use the room
 - until the room has been cleaned, a DO NOT ENTER sign will be posted on the chapel doors as a discreet and confidential warning to staff to not use the room. Student privacy around illness will be very important.
- School Operations Services is to be made aware (by admin) of all confirmed COVID19 diagnoses and they forward the information to AHS²⁹
- Maximum occupancy for ill students in the chapel is **one student**
- In the event of numerous ill students at the same time, office spaces throughout the main office will be utilized

²⁹ ECSD Re-Entry Handbook, pg. 15

- students are **not** to share a room while waiting for parents to pick them up; it cannot be assumed that ill students share a common illness so they need to remain isolated even from other ill students
- ill students are not to go home on yellow bus, ETS, Uber, or Taxi; they must be picked up by parents or other people (family or friends of family) that have been given parental consent
 - persons, other than parents, who pick up children at school must be listed as safe emergency contacts in power school
- parents will be reminded / encouraged to keep their child home until they are symptom free and have a normal temperature
- students who go home ill but return to school the next day will need to have their temperature taken in the office the next morning before being permitted to spend the day in their cohort
 - students with an above average temperature and / or still present as unwell, will be required to remain in the chapel. Parents will be contacted and asked to bring their child home

Managing student absences

Programming for students who miss school due to illness, self-isolation, or quarantine

Teachers are required to continue programming for students who miss school due to illness, self-isolation, or quarantine

Teachers can opt to create packages of schoolwork that can be picked up by parents in the office, or they can send work home electronically. In the event that student illness becomes extended beyond a two week period, a discussion will take place with admin, teachers, and the student as to what course of action, moving forward, is in the student's best interest in terms of continuity of learning.

Managing staff illness

Staff who develop symptoms outside of school

Staff who experience any signs of illness are required to remain home and get a COVID19 test prior to returning to school. Staff with a positive COVID19 result are to log their absence in PowerSchool as a COVID related personal absence and are to isolate, away from work, for a period of ten days from the start of the symptoms or until symptoms resolve, whichever takes longer.³⁰ AHS will direct staff on next steps at this point.³¹

Staff who develop symptoms while at school

Staff who experience the onset of symptomatic illness while at work are to notify administration and self-isolate away from school grounds immediately.³² It is important that all staff have 3 consecutive days' worth of emergency sub plans so that an unexpected illness causes minimal interruption to student learning.

Sub coverage will be managed by school administration. It is preferable that coverage take place with in-house school staff whenever possible to avoid the introduction of non-regular staff into the building. ECSD will be providing each school with a full-time certified teacher and a full-time education assistant who, among other roles assigned by admin., will be able to serve as coverage for teacher illness or medical appointments that cannot be avoided and require sub coverage.

Staff who are required to self-isolate at home but are not ill

Staff who are self-isolating but not ill will be required to support programming and instruction from home. Administration to determine how to best utilize staff skills should the situation arise.

³⁰ ECSD Re-Entry Handbook, pg. 13

³¹ ECSD Re-Entry Handbook, pg. 14

³² ECSD Re-Entry Handbook, pg. 14