



St. Thomas More Junior High Re-Entry Safety Plan 2020-2021

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

I have called you by name. I love you and you are mine.
Isaiah 43:1

Principal Message

With student safety and effective education as our focus, we have been busily preparing for the beginning of a near normal school year at St. Thomas More. With the addition of new safety controls and increased sanitization I believe that we will have a school start up that respects the overall health and wellbeing of our community while providing the high quality academic and complementary programming that you have come to expect. The STM re-entry plan listed below is aligned with the [re-entry plan of the Edmonton Catholic School Division](#) as a well as the [re-entry guidelines published by the Government of Alberta](#).

While this is an extensive document that is a combination and extrapolation of the Division guidelines, we have all seen how the directed response of this pandemic is organic and constantly changing. As such, this safety plan will be adjusted periodically throughout the school year to meet the needs of the community as well as any new direction decided upon by the Alberta Health Services, the Ministry of Education and the Edmonton Catholic School Division.

School will begin with two orientation days for students as well as a professional development day for staff. This will allow us the time needed to ensure that we can effectively transition into students back into their school environment and educate them on our new regulations and procedures.

- Grade 7s will begin on September 2nd with a full day of orientation - No grade 8 or 9 classes
- Grade 8 and 9 will begin on September 3rd with a half day orientation - No grade 7 classes
- Staff will be participating in professional development sessions on September 4th - No classes
- WIN Jr. Students return to classes on September 8th

Once students arrive, there will be many familiar sites for our returning students but also a number of new procedures they will have to learn and follow to help maintain the safety of our in-person learning environment.

Principal Message continued

I would like to start by providing a few quick highlights to ensure that everyone is prepared for their first day of classes:

When students arrive on site there will be staff outside the building to direct students to their outdoor homeroom meeting places as well as their designated entry and exit door.

- Homeroom teachers will be in place to greet students and review masking procedure, hand sanitization and confirm that the students have completed the [COVID-19 Self-Assessment Tool for Albertans](#) for the day.

Students will be provided with 2 masks as indicated in the Division re-entry plan but it is important that all students come to school with their own mask for first day back.

- We are also recommending that students keep a backup mask in a Ziplock bag in their backpack at all times in the instance that the original mask is soiled in some way.

Backpacks with school supplies will be kept under the desks of students so please consider this when selecting backpacks for the year as there will be no lockers issued for the 2020-2021 school year.

Students are asked to bring their own previously prepared lunches everyday as we are not able to open the concession or make microwaves available for the time being.

- STM is a closed campus. As such, students are not able to leave campus to purchase their lunch elsewhere
- Parents are also asked to refrain from dropping off hot lunches at the office for their children as at this time we are restricting visitors during the school day to essential meetings only.

This is going to be a different start up than we are all use to, but if we all do our part, this will be a year to remember at STM! Thank you for all your time, effort and care you are all taking to help make this in-person start-up a success.

Stay Well Everyone,

Ryan Feehan



St. Thomas More School Prayer

**Creator God,
Give us the strength to be our best selves
today and the wisdom to value the good
gifts You have shared with us. Help us to
see the joy in this day and to share that
joy with those around us.**

**Help us to be caring and principled,
open-minded and reflective.**

**May we serve You and our community
with courage and integrity using all of
the gifts and talents You have given us.**

Amen.

**St. Thomas More,
pray for us.**

Amen.

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- 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.
- 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.
- Staff has been recommended by Alberta Health Services to receive COVID19 tests prior to their return to work on August 28th to help establish a provincial baseline.
- There will be a Professional Development day on September 4th in which staff will attend various sessions on instruction and health and wellness specific to the context of the 2020-2021 school year.

Staff Training

Mask Usage

- The guidance from the Chief Medical Officer of Health and the Minister of Education mandates the use of re-usable face masks for all staff and students, from grades 4-12 where physical distancing of 2m is not consistently possible.
- STM students and staff will be required to wear masks in all common areas, hallways, and in classroom contexts in which physical distancing cannot be maintained.
- Should a student forget their mask, a disposable one will be provided to them.
- As there will be less than 2m of distance between students in our classrooms we are asking that all students remain masked for the duration of the school day (with the exception of when they are eating lunch)



Click the Image
for a quick clip

Student Handwashing Requirements

- Soap and water for 20 seconds are the preferred method for cleaning hands.
- Before leaving home, on arrival at school, and before leaving school
- After using the washroom
- Before and after any transitions within the school setting (ex. To another classroom, indoor-outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks
- Before touching face (nose, hands, or mouth)
- Whenever hands are visibly dirty
- Regularly throughout the day
- If a sink is not available, use alcohol-based hand sanitizer

Custodial Sanitization

Rei and his team have been hard at work ensure that our building is ready for students and staff. In addition to the meticulous preparation of the STM school site our custodians will be in adhering with provincial directives around cleaning and disinfecting.

These 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 high-touch surfaces such as water fountains or door handles
- More frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high traffic areas and classrooms.
- Our Division is procuring all COVID-19 cleaning and safety items on behalf of our schools and sites. This will help ensure that all schools use products that adhere to health standards and meet requirements to mitigate the risk of exposure and spread of COVID-19. It also ensures that all schools have equitable access to these supplies.
- The school will be cleaned thoroughly every evening after the school is closed.
- Supplies (paper towels, soap, and spray bottles) will be checked daily when the area is unoccupied.
- If supplies are low, the custodian will contact school administration.
- Custodial Staff will be made aware if the quarantine area has been occupied.

Entry and Exit Doors

Students will line up in their homerooms at their designated entry and exit door before school as well as when returning from their outdoor break time during lunch

- This door will be select because of the proximity of their classroom

In case students forget which door is designated for their homeroom, each door will be labeled with their homeroom name on it.

Students are not to enter the building until their homeroom teacher has indicated that it is their turn to do so.

If a student is late for school and arrives after the staff have entered the building, then students will be asked to use the main entrance and maintain social distancing as they sign in using the "late book" located near the front door of the main office.

After the first day of classes, parents are asked to stay in their cars if they do not have a previously scheduled appointment

* A School Map with labels indicating which homerooms will use which door will be provided when students arrive for staggered entry*

Drop Off and Pick Up Procedures

Due to the number of students moving about campus only staff vehicles will be allowed in the school parking lot. Student safety must be our first priority. Parents dropping off students are asked to use the streets to the East and South of the building to drop off their children.

Students are asked to be dropped off no earlier than 7:45 as homeroom teacher will start to gather their students to start the entry procedure at 8:00am

If arriving prior to 8:00am students are asked to (place their gear in the Hockey Academy truck, if enrolled in our Hockey program) proceed to their designated Entry/Exit door and stand in a socially distant capacity from one and other.

At the beginning of the school day:

At 8:05am grade 7 homeroom teachers will start to enter the building followed by grade 8 homeroom teachers at 8:07 and grade 9 homeroom teachers at 8:09. This allows all grades to be settled in the classroom before the next grade enters and all students in their seats by 8:13am when announcements and prayer will start the school day.

Drop Off and Pick Up Procedures continued

At the end of the school day:

Students (regardless of programming) will gather in their homerooms and wait to be escorted back outside by their homeroom teacher. We are formalizing the exit process to limit the temptation to loiter or visit in the hallways.

Students are asked to leave the school grounds as efficiently as possible and to maintain social distancing on their way to the bus stop.

Parents arriving to pick up their children are asked to wait in the south side of the building (outside the bussing zones) or on the east road. Please refrain from using the parking lot for pick up as there will be a number of students exiting from various doors of the building we need to maintain student safety.

At 2:42am grade 9 homeroom teachers will have their classes exit the building followed by grade 8 homeroom teachers at 2:44 and grade 7 homeroom teachers at 2:46. This allows all grades to clear the outdoor school grounds before the next grade exits the building.

STM Bussing Protocols

1 | Physical Safety

Due to transportation constraints students will be sitting two to a seat

Masks are mandatory for all students

2 | Hand Sanitization

Students will be assigned seats and a record of this seating plan will be kept in order to assist with contact tracing in the case of a student having COVID-19.

3 | Loading and Unloading

Students start loading from the back seats to the front of the bus after sanitizing their hands

Students start unloading from the front seats to the back of the bus and will then sanitize their hands.

Lunch Time Procedures

Students participating in an academy cohort will be allowed to eat within their cohort during their block 5 classes so as to ensure that bus safety and masking is maintained during transportation to the facilities.

No food sharing for staff or students.

Staff and students will be required to pack-in and pack-out food each day.

Parents/guardians will be asked to have student food provided in clean containers with their own utensils.

Students will be encouraged to bring a lunch from home.

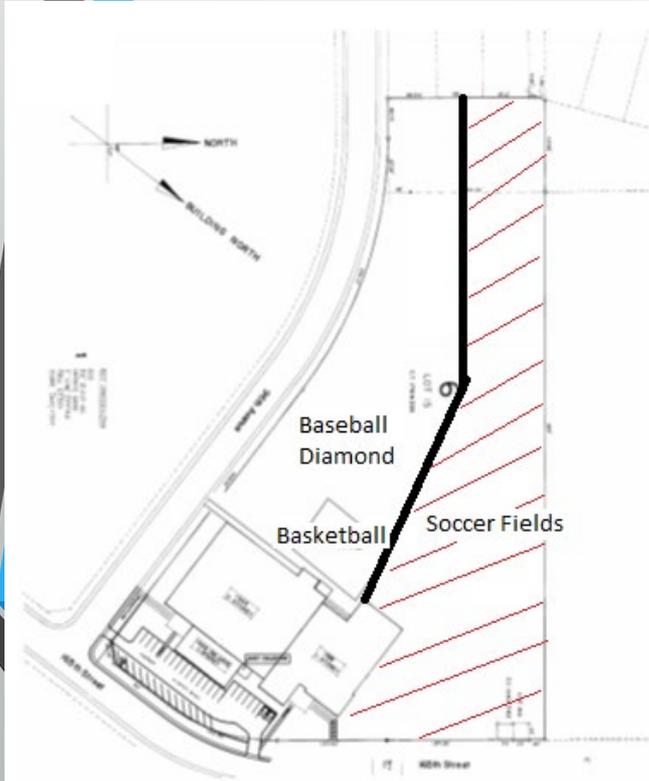
Parents will not be permitted to drop off lunches during the day.

Microwaves and vending machines will not be available for student use at this time.

Students will eat their lunch in their assigned seats with their homeroom cohort with a half of lunch as break out doors.

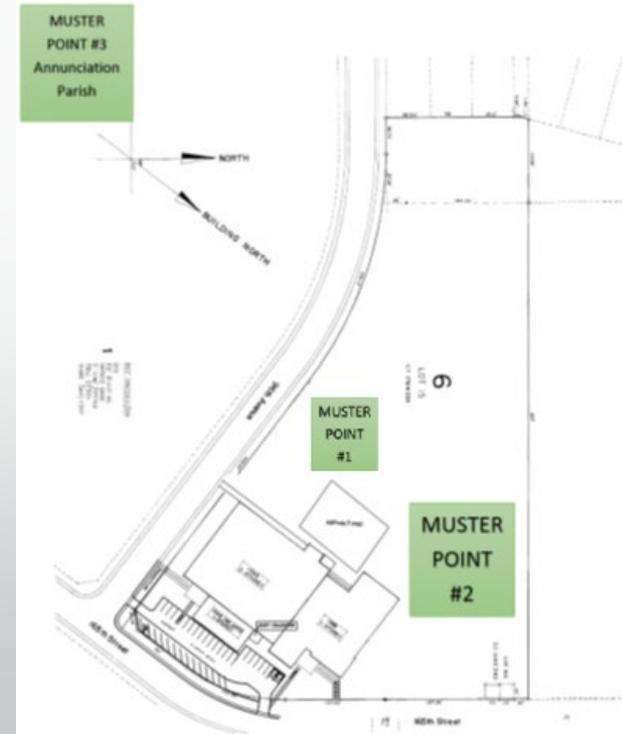
- Group 1- 12:06-12:30 - Lunch in Homeroom,12:30-12:55 – Outside and Cohorted
- Group 2 - 12:06-12:30 - Outside and Cohorted - 12:30-12:55 - Lunch in Homeroom

School Yard Designated Areas



During Lunch Break the grade 7s and grade 8s will alternate which sides of sides of the field they will occupy. This will rotate on a weekly basis.

The safety of students remains the priority. Drills must still be conducted in the interests of school/site safety practices as outlined within the school year. Physical distancing will still be employed where possible followed by sanitization upon building re-entry



Class Configurations

1 | Core Subjects

Students will be cohorting in their homerooms.

Staff will rotate from class to class for the purposes of English Language Arts, Social Studies, Mathematics, Science, Religion and Health.

Students will be assigned a seat in which they will remain for the duration of these subjects.

2 | Options

Students will travel to the labs/ designated areas for elective instruction.

As there are multiple students using these areas all students will be required to assist in sanitization prior to beginning the class as well as prior to their departure.

Gr.7,8 and 9 will have staggered options to keep hallway occupancy to a minimum

3 | Physical Education

Physical Education will take place outdoors as weather permits as well as in the gymnasium.

Classes will not attend gendered Phys. Ed. as they have in the past so as to maintain the classroom cohort integrity as much as possible.

There will be limited locker room access as so students are asked to come to school ready in active wear on days they have Phys Ed. scheduled.

Classroom Setup

- All classrooms will have assigned seating
- Classrooms will see students sitting in rows facing the front of the classroom when desks are available
- If there are tables in the classroom, students will still be sitting in rows, facing the front with two to a table. Due to the lack of available classroom spacing students will be wearing masks, even during quiet work times.
- Area Rugs and soft furnishings will be removed from classrooms
- Teachers will develop and implement classroom routines that allow for the frequent cleaning of desks, tables, chairs, and other high-touch areas.
- Safety protocol signage such as “stop and wait” in front of the teachers desk as well as other protocols will be posted in each room.
- Students are to utilize their own personal items (e.g. electronic devices, writing instruments, school supplies) wherever possible, and minimize any shared items.
- Every classroom will have its own supply of wipes, hand sanitizer and spare masks

Lockers and Personal Supplies



There will be no locker usage at STM this year. The use of these lockers presents a significant issue with respect to maintaining appropriate physical distance between students, in addition to presenting challenges to cohort integrity. Further, they present a significant increase in high touch surface area for custodians to clean daily, which prevents them from appropriately cleaning other areas effectively.



At STM, students will spend as much time as possible in their homeroom class, with teachers moving more than students, and therefore can maintain their personal belongings within the classroom.



Personal Supplies will be kept in the student's backpack and left at their previously assigned seat in the cohort classroom

WIN

The WIN classroom will operate as its own entity within the building with students remaining, as much as possible, within their homeroom. There will be exceptions for our WIN program as it will align with programming needs. (ex. Microwaves, Therapeutic usage of the Fitness Centre)

- Masking protocols still need to be maintained, but consideration will be given for students who will be negatively affected by the mask (inhibitions to communication or respiration).
- Enhanced cleaning protocols will be taught and become part of the student's daily routine
- Students will be met at the bus by support staff and will be escorted into the building once masking, and sanitization has been completed

Parents/guardians of our Whatever Is Needed students will, as required, communicate with staff via email or phone prior to arrival to communicate any additional information that may be needed regarding supporting their child (how the morning went, etc.). Please consult with the WIN teacher and administration if support is needed.

Hallway Travel

In order to limit congestion in the hallways St. Thomas More will be implementing the following measures:

- Teachers will be moving between classes in the place of students for core subject instruction
- Students will only be travelling in the hallways to attend option classes or to go to the washroom or water fountain.
- All hallways will be one direction with signage affixed to the floors to help remind students of the direction of flow.
 - The main floor will move in a counter clockwise fashion
 - The second floor will move in a clockwise fashion
 - The south stairway and west stairway will only be used to ascend
 - The central stairway will be used to descend
- The direction of the hallways will only be disregarded in the event of fire/ fire drill or lockdown/lockdown drill.

Washroom Safety

- 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)
- 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 etiquette

Water Fountains and Water Bottles



All students are asked to bring a water bottle to school with them. There are three bottle filling stations that students will be able to access throughout the school day to stay hydrated.



High touch points will be cleaned multiple times during the day.



Non-bottle filling water fountains will be close off for usage.

Academy Off-Site Procedures

1 | Arrival

- Teacher will be on site prior to or with all students and ensure that a health check occurs for **each** student. Student screening will be done by the ECSD staff member before entering the facility.
- All students must be wearing a mask when being transported by bus and upon entrance to the facility.

2 | Equipment

- Players must space each other out as much as possible in dressing rooms.
- Masks are worn in dressing rooms.
- If safety equipment (i.e. helmet) interferes with the wearing of a mask then students can make the transition from mask to safety equipment once they are out of the dressing room.

3 | Departure

- Students only have a maximum of 15 minutes after ice/floor time to vacate the dressing room/facility. Using showers in these public facilities is not permitted.
- Site expectations for private business and/or other facility access is to be adhered to and responsibility of the respective academy director.

Learning Commons/Common Area

The above spaces will only be used for the purposes of instruction

The learning commons will be used as an ancillary teaching space for Film Studies or library book selection.

The common Area will be utilized for supervised breakout groups where students in a small group setting will work with a designated staff member who will maintain documentation of student seating.

Teachers will develop routines for students to clean desks, tables, and chairs as frequently as possible each when these spaces are being used.

Teachers will create and implement seating plans that will be adhered to each day to help limit student exposure to high touch surfaces.

Seating plans will be posted in the common area and/or Learning Commons and shared with all staff to allow for continuity of care when staff and students rotate.

Parent/ Visitor Access in the Building

- Parents/guardians must remain outside of the school to drop off their children. They must not enter the school during high traffic times unless they have made a previous appointment or approved by administration.
- Parent/ guardians must come directly to the general office to sign in indicating:
 - First and last name of visitor
 - Indication of who they are meeting
 - Times of arrival and departure
 - Confirmation that they are not ill and do not have COVID-19 symptoms
 - Signature of visitor

- As stated in the division re-entry plan there will be 4 times this year where parents will be asked to indicate their child's learning stance for a 10 week block.
- Online learning will be delivered by STM school staff when there are enough students to create an online cohort. When there are fewer students enrolled than would be needed to for a full class our students will join with a community cohort of teachers to receive their online instruction.
- Students require reliable internet service and a device. A desktop computer, laptop, or Chromebook with camera and microphone is required to access digital classrooms and word processing applications. Families making this choice are asked to acquire their own technology to support online learning.
- At STM, we use Microsoft Teams as our digital meeting tool. It will be an expectation that both students and teachers are on camera to facilitate the best possible instruction. Meeting times will be clearly communicated to families so a regular schedule can be maintained.
- As courses will be limited to core subjects (Math, Science, Social Studies and Language Arts), Religion, and Health, online school will be approximately 2/3 of a regular school day. There will be time scheduled online with the teacher and time for independent work. During independent work, your child's teacher may not be immediately available for questions.
- A specific schedule will be communicated by emailed upon the start of regular classes.

Online Learning

Students with Symptoms

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.).

- Staff will direct student to the office immediately
- Student will be made comfortable in the upstairs chapel (with the door closed)

Office staff will:

- Contact the student's parents / guardians and arrange for immediate pickup
 - 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 fluids
- Make a note of the student's name in the Student Illness Log book
- Take off and discard all PPE after interacting with the ill student; follow up with hand sanitizer and a fresh mask

Students with Symptoms continued

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 AHS)

- 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 PowerSchool
- If a student or staff develops symptoms in or outside of the school that could be caused by COVID-19, the individual should be tested for COVID-19 to confirm it is not the source of their symptoms before entering or returning to the school.

Look for these new signs at STM

"Health Check" posters in windows of main entrances

"Physically Distancing"
Posters in windows of main entrances

"Visitor Procedure" poster posted at the Main Entrance buzzer

"Hand Sanitizing Station" posters by Hallway sanitizing stations

"Thank You for Physically Distancing" floor decals in main foyer areas

Directional floor decals in high traffic areas

Stop/Wait floor markers for all classrooms

"Cover Your Cough" posters for all classrooms

- "Hand Washing Posters" for all washrooms and additional copies for
- miscellaneous spaces that have sinks

A peek behind the curtain...

Here is a quick look at some of the additional considerations that we have been planning for here at St. Thomas More

- Workstations are spaced out to ensure appropriate physical distancing of 2 metres (if not, move to next)
- Barriers are placed between workstations that cannot be appropriately spaced (if not, move to next)
- PPE (face masks) is required.
- Hallways are directional and clearly marked to ensure physical distancing can be maintained.
- Common areas including meeting rooms and kitchens - seating spaced out to allow physical distancing.
- Signage is posted to promote physical distancing
- Signage is posted to promote hand hygiene at every sink
- Signage is posted to promote cough etiquette.
- Procedures for sanitization of high touch surfaces, shared equipment and/or workstations are implemented.
- Staff have been provided with information for self-screening and instructed to stay home if sick.
- Staggered start times/alternating schedules have been considered.
- Opportunities to utilize technology have been identified to limit person to person interactions.
- Limits for room occupancy have been established and communicated.
- Staff are educated on the need for PPE when physical distancing cannot be maintained and appropriate hygiene practices are not possible.
- Workplace expectations have been communicated to on-site workers.
- Staff are aware of the COVID-19 training that is on My Safety Portal and the expectation of completing this training.
- Staff are aware of the COVID-19 hazard assessment and the expectation of completing.
- If the entrance is being utilized, hand sanitizer is readily available.
- Physical distancing floor decals are in place.
- Entrance posters are posted (Stop if you are sick)
- Hand sanitizer is available.
- Sanitizing wipes are available.
- The visitor binder is accessible and sanitized pens are available for use
- Chairs are spaced out to allow for physical distancing. Sprayed at end of day with disinfectant spray.
- Wait here posters/floor decals are applied.
- Barriers are set up for front reception.
- Desks are positioned to allow for physical distancing.
- Barriers are used where desks are along a walkway.
- Sanitizer and wipes are readily available.
- Signage is posted indicating the maximum occupancy with physical distancing in place as well max occupancy if everyone wears a mask
- Chairs are positioned to allow for physical distancing
- Wipes and hand sanitizer are readily available.
- Tables and chairs have been repositioned to allow for physical distancing.
- Wipes and hand sanitizer are readily available.
- Physical distancing posters are displayed.
- Floor decals are used to direct the flow of traffic.
- Physical distance floor decals are applied.
- Handwashing poster is posted in all washrooms.
- Every other urinal is closed out for use
- High touch areas are cleaned frequently
- Floor decals applied to allow for physical distancing.
- Occupancy guidance is posted outside of the elevator.
- Signage is posted for maximum occupancy.
- Physical distancing posters/floor decals applied as needed.
- Wipes and hand sanitizer is available in all rooms.
- Staff are aware that fitness centres are not for students use at this time.