



EDMONTON
CATHOLIC SCHOOLS

Re-Entry Plan 2020-2021 School Year

Cardinal Collins Academic Centres (Clareview and Millwoods)

Fresh Start Campuses (Clareview, Millwoods, Westmount)



Message from Chief Superintendent Martin and Board Chair Palazzo

Our experience from the past many months has reminded us of the resiliency, flexibility, and perseverance needed to navigate the uncertainty of this pandemic. As a Catholic community, we continue to set our minds on Christ; for it is in Christ that we find our peace, our comfort, and our joy in times of trouble. We thank all our students, families, staff, and stakeholders for walking together in Christ during these uncertain times.

In preparing for the upcoming school year, we know that we remain faced with the dynamic and complex challenges of Covid-19. Together, we will do our utmost to mitigate risks, and offer the best quality Catholic education possible. In scripture we read, “for surely I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope (Jeremiah 29:11). Our school division has invested considerable time researching, consulting, and planning for the return to classes this fall.

The intention of this re-entry handbook is to provide our stakeholders with the information, protocols, and recommendations pursuant to the province’s K-12 School Re-Entry Plan.

Following the guidance from the Ministry of Education and Alberta Health Services, our planning provides direction on the three re-entry scenarios in such areas as risk mitigation, teaching and learning, and divisional supports for our schools. It will present the reader with an understanding of what must and should be considered throughout the school re-entry process. It remains important to understand that this handbook is a “living document” and will remain responsive to necessary changes and adjustments needed to address challenges that may arise. Stakeholders will be apprised of changes and actions as we move forward, together.

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another. Our theme for 2020-21, God calls us each by name, reminds us of the importance to love and serve God in one another. With this in mind, we are thankful for the many students, parents, and staff who added their voices to our re-entry planning conversations. Those conversations and feedback have informed this handbook.

May Christ fill us with hope as we enter this new school year.

Robert Martin
Chief Superintendent

Sandra Palazzo
Board Chair

Learning in ECSD

In Edmonton Catholic Schools, we will remain adaptable and flexible in our learning environments to ensure adherence to guidance from Alberta Education and the Chief Medical Officer of Health, while maintaining the integrity of programming as much as is practicable. The focus continues to be on students' holistic development: academic, spiritual, physical, and social.

To facilitate a smooth and safe return to school, we will be adhering to the Edmonton Catholic School Division (ECSD) [Re-Entry Plan](#) and put into place many new precautions at our sites to avoid the spread of COVID-19 and to facilitate the safety of our school communities.

Alberta Education has asked us to accommodate "near normal" learning conditions. This means that students are at school with restrictions and guidelines.

Student and Staff Health

Isolation Requirements (Elimination of Risk)

- You are legally required to self-quarantine for 14 days after international travel
- You are legally required to isolate for a minimum of **10 days** if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You are legally required to isolate for a minimum of **10 days** if you have tested positive for COVID-19.
- The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Stay at home when sick (Elimination of Risk)

- All students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and their symptoms have resolved.
- Students will be supported by their teacher remotely if they are required to isolate due to illness or because they are in close contact of a case of COVID-19.
- Those unsure if they, or a student, should self-isolate must be directed to use the [COVID-19 Self-Assessment Tool for Albertans](#).

Health Screening (Elimination of Risk)

- 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.
- School administrators will clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school. Information will be provided to school administrators prior to September.

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- School Division along with School Administrators/Site Supervisors will ensure staff are aware of their responsibility to use the [ECSD Daily Health Screening Questionnaire](#) to assess themselves daily prior to entering the school/site.
- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

Illness while onsite (Elimination Controls)

- Students exhibiting signs of illness must be moved to a designated quarantine area within the school/site.
- Parent/caregivers must be notified and advised to pick up their child immediately (if the student is not of legal age).
- Upon re-entry, student emergency contact information must be confirmed.
- Should a student become ill, a parent/caregiver or emergency contact must pick up the student as soon as is practicable.
- Staff supervising symptomatic students must:
 - Keep all other staff out of the designated quarantine area
 - Provide the student with a face mask
 - Wear recommended PPE
 - Use strict hand-washing techniques; and
 - Maintain physical distancing.

Students with pre-existing conditions

Schools must 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 (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.

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
- Hand sanitizer will be located throughout our sites for student and staff usage. Sanitizer stations are located on interior hallway walls at the entrances and throughout the school. This includes common areas such as the General Office and Student Services.

- Sanitizer will also be located directly outside the doorway of each operational classroom/ instructional space. In addition, sanitizer will be placed by high touch equipment such printers, photocopiers, or water fountains that have touch controls.

Personal Protective Equipment (PPE)

AHS School Guideline recommendations for PPE

Within the context of K-12 education, Personal Protective Equipment (PPE) is primarily focused on non-medical masks. Practices such as physical distancing, hand washing, staying home when sick, and increased environmental cleaning continue to be priority public health measures. 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.

Masks and face shields

Staff

All staff are expected to wear a mask where physical distancing of 2 meters is not consistently possible. Exceptions may be considered when working with individuals with a hearing impairment or when working in a context that supports 2 meters physical distancing or other protective measures are in place. As per Alberta Health Services (AHS) guidelines, a face shield does not replace a face mask, but may be used as an additional measure in conjunction with a face mask.

Students

- All students K-12 will be provided two reusable masks.
- All students K-12 will be required to wear a face mask while on ETS or yellow bus.
- Students in grades 4-12 will be required to wear masks in all common areas, hallways, and in classroom contexts in which physical distancing cannot be maintained.
- Schools will have masks available for students to use if they become ill during the day and are awaiting pick-up, or on the occasion that they forget or damage theirs.

Custodial Staff

- The school will be cleaned thoroughly every evening after the school is closed.
- High touch points will be cleaned multiple times during the day.
- Supplies (paper towels, soap, and spray bottles) will be checked daily when the area is unoccupied.

Responding to Positive COVID-19 cases

ECSD will take direction from Alberta Health Services (AHS) and will follow any recommendations AHS makes with respect to contact tracing, communication with employees, and disinfecting the site following a positive COVID-19 case. When an employee tests positive for COVID-19, AHS will reach out to all

persons identified as “close contacts”. This identification process is done through assessment with the employee, getting an understanding of the nature of the work environment and any close contact interactions. This assessment by AHS will determine if any specific co-workers are considered to be a close contact. If self-isolation and/or testing for any employees is needed, AHS will contact and direct them accordingly. If the employee was present at an ECSD site while they were presenting symptoms, AHS will send a notification letter to the site recommending next steps and reminding employees to monitor themselves for any symptoms.

A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to stay home for 14 days. If it is determined necessary by AHS that a worksite must be closed on a temporary basis, ECSD will take on a series of steps. Based on current information about disinfecting, site closure during active disinfection is not necessary; however, specific spaces within a site may require temporary short-term closure for disinfecting procedures to be conducted.

- 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. Students who live in the same household should be seated together.
- Schools should develop procedures for student loading, unloading, and transfers that support physical distancing of 2 meters between all persons (except household members), when possible and may include:
 - Children/students start loading from the back seats to the front of the bus
 - Children/students start unloading from the front seats to the back of the bus
 - Where feasible, limit the number of students per bench unless from the same household
 - Students from the same household may share seats
 - Students start unloading from the front seats to the back of the bus
- If a child becomes symptomatic during the bus trip, the driver will inform school staff upon arrival at the school so that appropriate arrangements can be made to pick up the child/student.
- Assigned seating in classrooms
 - Students will follow assigned seating plans throughout the day in the classroom, including the time when they are eating lunch. 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.
- Student supplies and learning materials
 - Students will have their own personal supplies to use that are stored separately. Teachers will 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 each use. Students will wash or sanitize their hands both before and after using the shared items.
- Each classroom has a sign in/ out binder. If at any time during the instructional day a student leaves the class, they are required to sign in/ out for contact tracing purposes. Each classroom will have a designated washroom and stairwell. Our washrooms will be repeatedly cleaned throughout the day. Occupancy limits have been set (and clearly posted) for all washrooms in an effort to mitigate the number of students in a washroom at any given time and to limit the number of students who may potentially use any washroom area. Should you move to a washroom and the capacity has been reached, we ask that you line up at the door respecting 2m rule to ensure there is space between students.
- Under provincial guidelines, ONLY water-bottle filler fountains can continue to operate all other fountains will be turned off. Students will only be able to fill their water bottles from the fountains instead of drinking from it directly. Fountains will be cleaned and disinfected several times throughout the day.
- Common areas will have measures in place to promote physical distancing in spaces where students

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often gather.

- Measures will include:
 - limiting the number of students allowed in certain areas at certain times
 - requiring students to walk straight through some areas so they do not crowd together in groups
 - having staff supervise high-traffic areas and remind students to adhere to physical distancing protocols

Around school offices and other high-traffic areas, signage (posters and floor markers) will remind students and staff to keep a safe physical distance. There will also be a maximum number of individuals allowed in the General Office at one time. Schools will also develop protocols to mitigate risk in other spaces such as prayer rooms, staff workrooms and utility spaces.

What will Alternative Education sites/schools look like?

Entry to the buildings – students/parents will only enter through one designated door. For registration days (August 27 and 28), we will limit the number of people (20 – 30) who are in the building at any one time. As people are waiting outside, they will be expected to maintain a social distance of at least 2 metres, utilizing PPE kits that have tape and signage for spacing. Students/Parents must sanitize their hands upon entering the building and must be wearing a mask. Hand sanitizing stations will be set up at the main entrance and throughout the building, as well as in the classroom spaces. Any family members who are coming to the school must have a prearranged appointment. Any facility workers will sign in based on protocols in the office to keep track of anyone coming in and out.

Schedule for Registration Dates (August 27 and 28)

Thursday, August 27 (By last name)	Friday, August 28 (By last name)
9-11am A-F	9-11am A-F
11am-1pm G-P	11am-1pm G-P
1-3pm Q-Z	1-3pm Q-Z

- please adhere to your indicated time

Cardinal Collins Ascension and ELL students (Clareview and Mill Woods Campuses)

- Students will only be permitted to enter through the main door, which will be unlocked at 8:45am for morning classes and 12:15pm for afternoon classes. When students enter the building, they will proceed directly to their classroom and will not be permitted to wander the halls. Supervisors will be assigned to direct students to their classroom. This will help students stay in their cohort. When students are in their classroom, they will sit in their assigned desk.
 - Morning classes run from 9:15 to 11:50am
 - Afternoon classes run from 12:45 to 3:20pm

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- In order to minimize the number of students entering the building through the one entrance, we ask that students arrive according to the following staggered schedule:

AM Classes (By Last Name)	PM Classes (By Last Name)
8:45-8:55am A-F	12:15-12:25am A-F
8:55-9:05am G-P	12:25-12:35am G-P
9:05-9:15am Q-Z	12:35-12:45am Q-Z

*please adhere to your indicated time

- Fifteen minutes after the start of classes the main door will be locked, students will need to use the door buzzer and will need to sign in with an administrator. Please note it is essential that students are on time for their learning and to help control the movement in the building of students and staff.
- Dismissal of students after am and pm classes will be staggered to reduce the number of students in the hallways.

Fresh Start Students (Westmount, Clareview, Mill Woods, The Hallway)

- Students will use the door buzzer at the main entrance to gain access to the building and will proceed directly to the Fresh Start area. Each student will sign in and will be assigned to a workspace which they will use each day.
- Each student will sanitize their workspace upon arrival and when they leave.
- When Fresh Start students have completed their work for the day, they will sign out and leave the site.

Student Orientation - every student will get an orientation on their first day reviewing all expectations and operations to ensure that they will be safe to begin after the long weekend.

Staggered Entry of Students

- In order to minimize the number of students entering the building through the one entrance, we ask that students arrive according to the following staggered schedule:

AM Classes (By Last Name)	PM Classes (By Last Name)
8:45-8:55am A-F	12:15-12:25am A-F
8:55-9:05am G-P	12:25-12:35am G-P
9:05-9:15am Q-Z	12:35-12:45am Q-Z

*please adhere to your indicated time

Designated Washrooms – Every classroom will have a designated set of washrooms

Hallways – will be clearly marked with one direction flow.

Lockers – students at these sites will not use lockers. They will carry all their belongings with them and room will be made for them to keep their belongings beside them as they work.

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Face Masks – students/parents must arrive at school wearing a face mask and must continue to wear the mask when social distancing (2 metres apart) is not possible.

Lunch at school – if students are eating lunch at school, they must do so in a supervised classroom space. Ascension students are encouraged to leave the building after they are finished their class. Please note: Microwave Ovens will not be available to students. No outside food can be delivered to the school or brought in by students. Following lunch, students will be expected to wash their hands and move to their afternoon class.

Students on the premises – students should only be at the site if they have classes or plan to work on course work (Fresh Start). Students are expected to leave the site if they do not have a scheduled class.

Soft seating – will not be used and will be removed or will have caution tape placed on it.

Quarterly model – all our sites will be moving to the quarterly model (Q1, Q2, Q3, Q4) model. Cardinal Collins has used this model for a few years already.

Please be safe and may God bless you!

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