



EDMONTON  
CATHOLIC SCHOOLS

# Archbishop O’Leary High School

## School Re-Entry Plan

Revised September 28, 2020

## 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

## Message from the Principal

We are preparing for a near-normal return to in-person instruction at O’Leary, as per the direction provided by the Government of Alberta. Within Edmonton Catholic Schools and Archbishop O’Leary High School, our return to in-person instruction aligns to the guidelines provided by Alberta Health Services.

O’Leary is an excellent school and we know that this global situation does create many hardships for all aspects of society. Collectively, we are all trying to do the best possible, while keeping each person safe and through this, we will continue to provide exceptional opportunities for our students and community.

Student re-entry to O’Leary will include different procedures when compared to other schools in our community that are either elementary or junior high schools, since we are a high school and our programming and logistics are different. However, everything that we do aligns to Alberta Health Services. It is likely that protocols will evolve in the next few months and aspects of our school will change, as information from Alberta Health Services, Alberta Education and Edmonton Catholic Schools is received and as different solutions are developed for evident challenges within our building.

Many of these items are unique to this global pandemic and for all of these reasons, we ask for your patience and understanding.

Todd Eistetter  
Principal

### Safety and well-being

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:

- Cohorts
- Screening for illness
- Strict illness protocols
- Handwashing and sanitizing
- Cleaning standards
- Physical distancing
- Personal protective equipment (PPE)
- Masks

*Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19. We all must do our part and stay home when we are sick.*

## **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.

## **Online options**

In consideration of those families for whom a near-normal return to school presents a significant impediment to success, the Division is offering a choice to engage in learning in an online format, from K-12. This choice is fluid in that it facilitates the opportunity to shift between the in-person and online learning stances at four distinct transition points in the year, aligned with the transition dates for the High School quarter model. You will be asked to declare your choice of learning three weeks prior to the end of the quarter so that we will be able to staff and program accordingly. These deadlines are extremely important so that we can provide the best support possible.

## **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 on their Google Classroom 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.
- 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 O’Leary 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, HUB, gyms and Success Centre.
  - Hand sanitizer will also be located directly outside the doorway of each operational classroom/instructional space.

## **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.

## What will O’Leary look like?

- All students must properly wear their school issued lanyard and ID.
- School doors on the Main Campus will open at 07:45. When students enter the building, they will proceed directly to their classroom and will not be permitted to wander the halls. This will help students stay in their cohort. When students are in their classroom, they will sit in their assigned desk.
- There will be three exterior doors used for student entrance at the start of each day until 09:00:
  - Main doors
  - East doors by the small gym
  - West doors beside the Success Centre, across from O’Leary Pool
- No locker access is currently permissible.
- At 09:00 the exterior doors will be locked, and students will need to use the main doors. 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.
- Students entering into the building will access the different floors in this manner:
  - The second floor for classes will use the East doors located by the small gym and the staircase there or will use the West exterior door beside the Success Centre (see map P. 12)
  - For the main floor, students will use the Main doors at the front of the schools (see map P. 12)
- All washrooms will have a designated occupancy number, with a space to wait in the hall if it is needed.
- All washrooms are numbered on the wall for tracking purposes.
- All water fountains are numbered on the wall for tracking purposes.
- All hallways will be clearly marked with one direction flow, except during emergencies or at dismissal.
- All stairways will be clearly marked with one direction flow, except during emergencies or at dismissal.
- There will be staggered break times for each class.
- Lunch protocols:
  - One grade level will access the HUB on a weekly rotation
  - Other grade levels will stay in their designated classroom, in their designated desk
  - All grades have the option of going outside
  - Wherever students are, for the first 25 minutes they are in the area they choose, and the last 10 minutes of lunch they can transition to their afternoon classroom location
  - In Braided Journeys by permission of staff members
- Students will not be permitted to congregate or eat lunch in the hallways or stairs.
- Students are not permitted to bring food from outside vendors into the school or have food delivered.
- O’Leary is an open campus and students are permitted to leave the building during lunch,

however the behavior expectations in the community ask that our students be ‘good citizens’.

- We expect that students will not share food and will practice social distancing.
- The cafeteria will be open for service. Food service will be with individual packaged food or plated foods.
- There will be no microwaves for student use.
- Following lunch, students will be expected to wash their hands and move to their afternoon class.
- Gym and Fitness Centre is only available for classes and not open to non-instructional time.
- PE lockers will not be available. Students are to come to class with their active wear already on and space will be provided in the gyms for their belongings.
- Dismissal will also be staggered to reduce the number of students in the hallways;
  - Grade 10 students at 2:49
  - Grade 11 students at 2:52
  - Grade 12 students at 2:55
- At dismissal, all students are to exit the school for home.
- Students on spares are not permitted to remain in the building.
- 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.
- Students who are online or in class are able to participate in sports team. No sports team will start until September 21.
- Athletics will be paused until October 30, when the status will be reviewed.

### **West Campus (St. Cecilia)**

- Students will access the main doors at the West Campus (see map P. 13).
- All protocols in the West Campus are similar to the main building and all students are expected to adhere to them.

### **The Success Centre**

- Students may only use the Success Centre if they are:
  - Working directly with Mrs. Palichuk or Mr. Beaudoin
  - Writing a missed test/quiz/exam in the Study Hall
  - An at-home/online student writing an assessment
  - Are there to meet with a staff member:
    - Mrs. Venne – Grad Coach
    - Mrs. Chrusciel – Counselor
    - Ms. Lopez – Counselor
    - Mrs. Murphy – ELL Designate/International Student Advisor
    - Mr. Anastacio – Work Experience Coordinator
    - Mr. Jacobs – Family School Liaison Worker
    - Mrs. Keleher – Study Hall Administration
    - Cst. Alm – School Resource Officer
    - Mrs. McIntyre – Success Centre Administration



## **Soccer Academy**

- Academy students will have access to store their equipment only.
- Academy students will have a seating plan on the transporters.
- Academy students must wear their masks on the transporter and in the rental facilities, but are not required to on the field.
- Academy students must follow rental facilities guidelines.
- Academy students are allowed only ONE other cohort for sports. Either a school team or community team.

## **Edmonton Transit Services**

Effective August 1, 2020, the City of Edmonton requires passengers to wear masks in all public vehicles such as city-operated buses and the LRT. Students taking Edmonton Transit Service (ETS) transportation will need to follow the city bylaw.

## **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, and on academy busses
  - 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. 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 often gather, such as Alumni Hall, the Success Centre, HUB or T-intersections in

hallways.

- 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 don't 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.

In order to ensure that all our staff and students feel safe, we will be moving to a staggered entry.

- September 2 to 4: All Grade 10 students will begin at 08:15 and Grade 11 and 12 students will begin at 08:55.

Classes begin at 08:15 for Personal Development Time (PDT) and end at 2:55 except for Thursday which ends at 12:00 pm.

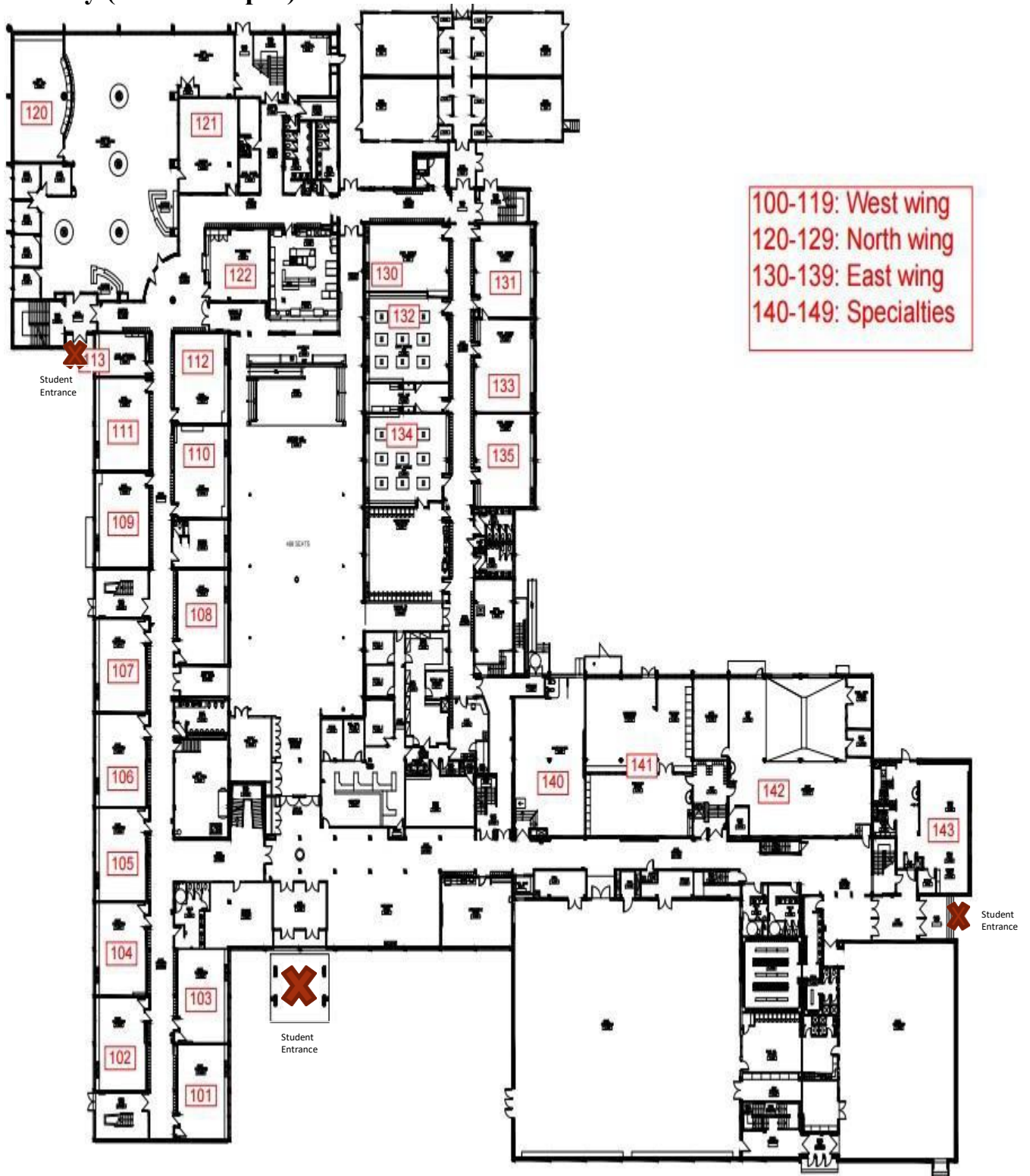
Please note that Grade 10 students will have an orientation to high school that begins at 08:15 the first three days reviewing all expectations and operations to ensure that they feel welcome to O'Leary. Students in all grades will have their orientation to safety protocols in the first block on September 2 and 3.

### **Supporting Mental Health and Well-Being**

COVID-19 is causing a lot of uncertainty for families and our communities. Parents or guardians who are concerned for well-being can reach out to these community resources:

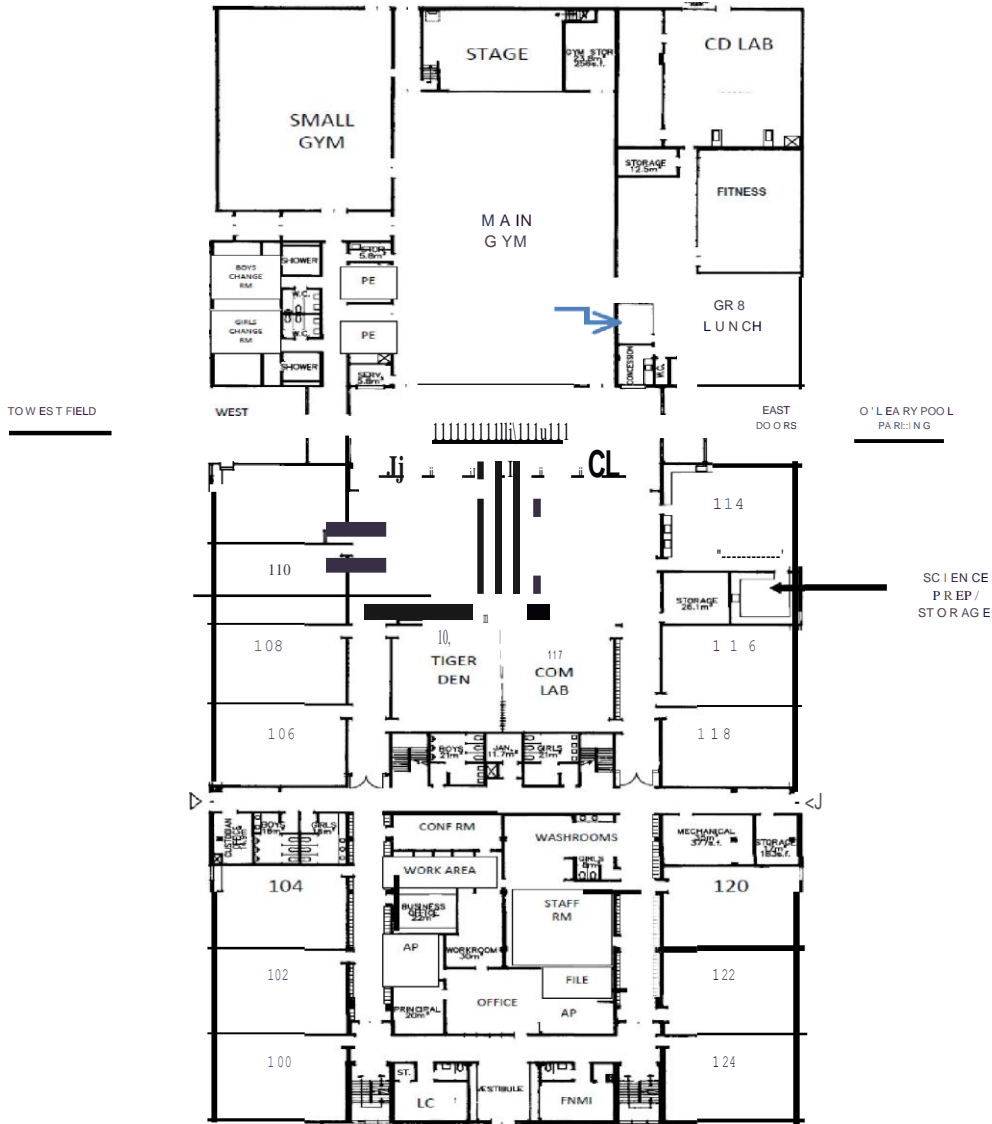
- Catholic Social Services: 780-391-3233 <https://www.cssalberta.ca/Our-Services/Mercy-Counselling>
- Mental Health Helpline: 1-877-303-2642
- Kids Help Phone: 1-800-668-6868
- kidshelpphone.ca
- Text CONNECT to 686868
- Health Link: 811
- The federal First Nations and Inuit Hope for Wellness Help Line: 1-855-242-3310

# O'Leary (Main Campus)



# West Campus Floor Plan ST CECILIA JUNIOR HIGH SCHOOL

STAFF PARKING



**IV1a in  
Entrance**