Ponoka Secondary Campus
2020-2021 SCHOOL RE-ENTRY PLAN

Information for Parents & Guardians

Wolf Creek Public Schools
Creating Success For All Learners

If you have questions about the school re-entry plan, please contact us at psc@wolfcreek.ab.ca

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Message from the Superintendent and Board Chair

Parents, families and guardians,

On July 21, 2020 the Government of Alberta announced that students would return to in-person classes in September, at near-normal operations, with health measures in place. Following the provincial government's direction, Wolf Creek Public Schools (WCPS) is implementing the Guidance for School Re-entry - Scenario 1 from Alberta Education and Dr. Hinshaw, the Chief Medical Officer of Health, for September 2020. Wherever possible, having children physically attend school is recommended and our teachers are eager to get back into the classroom and work with students. Parents should be reassured that our schools are meeting Alberta Health Services (AHS) guidelines in providing a safe environment for student learning. Dr. Hinshaw has stated the decision to allow in-school learning with public health measures in place weighs the risks of prolonged school closures on students' educational experience and overall well-being against the risk of COVID-19 outbreaks.

Student and staff safety remain our number one priority. To keep everyone as safe as possible, we have made a number of changes to school routines and practices. This school year will undoubtedly be different but by working together, being flexible and adaptable, and drawing on the trust and partnerships within our school communities, we enter this year with optimism and confidence.

It is possible that we may have to transition between scenarios during the school year. Health officials will work with school authorities to make the decision to transition all students to *partial* In-school Classes learning (Scenario 2) or Distance Education (Scenario 3) based on multiple factors including the number of COVID-19 cases in a zone or a school and the risk of ongoing transmission. Please note that changes may be made to this plan in response to changes directed by Alberta Education. The decision to transition to a different scenario will be made by Alberta Education, not Wolf Creek Public Schools.

In September, teachers will initially focus on the social and emotional needs of students and administering screening tools to identify gaps in student learning. Supporting students to be ready to learn is an important first step in school re-entry. Once teachers have identified gaps in student learning, they can plan their instruction to address these gaps prior to moving forward.

WCPS recognizes that each Wolf Creek family has unique needs and we are aware that not all families are comfortable with their child(ren) returning to in-school classes in September. While we will be offering in-school classes for students in September, an online learning option will be available through a shared responsibility model. Details on this option are included in this document. By providing options we remain committed to providing an educational program for all students that best supports the child through different program delivery choices in WCPS.

Thank you in advance for supporting your child and our school system to take all measures to protect one another. There is nothing more important to us than the safety and well-being of our staff and students.





Jayson Lovell
Superintendent of Schools

Pamela Hansen
Board Chair

Message from your Principal

Dear Students, Parents, and Families:

I hope that this letter finds your family actively enjoying your summer and keeping healthy and happy. When school ended in June, I was hopeful that we might be able to return to school in September as we were used to, with assemblies, pancake breakfasts and football games. While I am thankful that we are able to have students return to the building in September things are going to look different as we move forward.

This document is similar to the one you have already received from our division on August 11. The school has now had the opportunity to add our school specific information and you will see it alongside the general Wolf Creek Plan. Our hope is that families will go through this information together and have a clear picture of changes and expectations moving forward.

We will be doing our utmost to ensure that students are learning in the safest possible environment. This will involve a variety of measures, including hand sanitizing at school and classroom entry and exit, masks in all public places, staggered lunch departures, and cohorted classes. Students and families will self-identify illness before coming to school and will be sent home if they exhibit any symptoms.

While all of these guidelines will have an impact on the daily routines of our school, the requirements to **wear masks** and **group students into cohorts** are the most dramatic changes.

Some of the opportunities that PSC was traditionally able to offer to enhance learning opportunities and foster a sense of community involved regrouping students. The guidelines from Alberta health stipulate that schools should make every effort to limit any additional cohorts to reduce the spread of infection and support effective contact tracing. For these reasons, Ponoka Secondary Campus will making the following changes:

- **All high schools courses** have been moved from a semester system to a quarter system. This means that high school students will have 1 class for the entire morning and 1 class for the entire afternoon. This will go for a quarter of the school year at which time final exams will be written and 2 more classes will begin. Students will still have the opportunity to complete 8 classes per year.
- **All junior high students** will remain with 1 group of students (their cohort group) for the entire school day. This means that junior high students will not get a choice of option class (they will receive 1 option per quarter) and will remain in the same classroom throughout the day until they move as a cohort to PE & option class.

While the student experience at our school will be different with all the changes, our priority is safety and the hope that our continued diligence will result in students being able to stay in school. The simplified cohorted schedule will reduce stress and provide considerable consistency and time for relationships for students whose worlds have been more unpredictable and isolated over the past 6 months. Thank you for your patience and understanding as students begin learning again in September.

Kathy McTaggart

. Principal, Ponoka Secondary Campus

In-school Classes		
	District Plan	***School-Specific Added Guidelines***
Implementing School Re-Entry Guideline	The Implementing School Re-Entry Guideline document released on August 20, 2020 should be reviewed by all schools as part of their re-entry planning.	
Daily Health Check for Students and Staff	Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms **each day before they leave for school** using the Alberta Health Daily Checklist.	
Transportation		
Buses	• Children/students should not board the bus if they have symptoms of COVID-19. Parents/guardians are required to conduct the self-screening tool with their student(s) each day prior to boarding the bus. • Non-medical face masks are required for students in grades 4-12. • Non-medical face masks may be considered for students in grades K-3, however they are not routinely recommended. • Bus Drivers will operate their bus wearing a non-medical mask. • As much as practical, children/students start boarding from the back seats to the front of the bus while maintaining 2 metres of physical distancing. • As much as practical, students will be assigned seats and students who live in the same household will be seated together. • As much as practical, students start disembarking from the front seats to the back of the bus while maintaining 2	

	metres of physical distancing. ● Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run. ● A vehicle cleaning log will be kept by each driver. ● Hand sanitizer will be available on the bus. ● Each school bus will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. ● No sharing of personal items (food, toys, water bottles, etc.). ● If a child becomes symptomatic during the bus trip, the driver will contact the school to make the appropriate arrangements to pick up the child/student. A child who becomes symptomatic during the bus trip should be provided a mask if they are not already wearing one. ● All parents must complete the Riding a Bus Responsibility Card that will be distributed by drivers.	
Arriving at the School	● Parents and children/students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19. ● Each school will develop procedures for student pick-up and drop-off that allow physical distancing of 2 metres between families (as much as possible), support respiratory etiquette and access to hand hygiene.	● During our staggered start up days students will enter through either the student parking lot (North) doors, or through our main entrance. ● After the staggered start-up is finished, PSC will have 5 entrances available to enter from. Students will be directed after their first day as to what entrance they will be assigned to use each day based on their first class. ● Parents must stay in the vehicle during drop off. ● Students approach the front door and, if required by arrival numbers, wait until directed to enter ● School staff greet students near the entrance and confirm that students are properly wearing an appropriate mask. ● Students sanitize hands and enter the school, proceeding directly to their classroom.

Entry Protocols		
Stay at Home when Sick	• Stay at home if exhibiting symptoms of COVID-19 that are not related to a pre-existing illness/health condition.	

Staggered School Year Start Dates	• Students have not been in school since March 13 and we have added a number of new protocols designed to keep students as safe as possible. Staggered entry will include a reduced number of students. Following the schedule below, staff will work with students to explain new processes and procedures that must be followed. This will give students the opportunity to become familiar with new routines that will be in place in the school and classrooms.
	• Every school from Pre-K to 12 will create a staggered entry plan during the week of September 1-4 to ensure a safe and orderly return to school. This will ensure new routines and protocols can be taught and carefully followed by students and staff.
	• Regular classes Grades 1-12, will commence no later than September 8, 2020.
	  ○ Each school will create this plan and communicate it to their parents/students prior to August 17.
		• We will need to have time to introduce our students to their new routines and protocols at PSC. We will be staggering our start up dates with students to allow this transition time.. Once your child has had their introductory day your school year has begun and should be in attendance moving forward.
		  ○ September 1 - Grades 7 & 12
		  ○ September 2 - Grades 10 & 11
		  ○ September 3 - Grades 8 & 9
		  ○ September 4 - all students in regular classes

Drop-off and Pick-up Procedures	• Where feasible schools will coordinate staggered drop-off and pick-up times and locations to limit contact between staff, parents/guardians, children and students as much as possible. Please follow the schedule determined by your school for drop-off and pick-up times. • Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without	• Our school doors will be opening at 8:15am each day to bus students. Students who are dropped off or walk to school should not arrive before 8:30am • After the start-up day, students will be assigned an entrance and an exit to use each day to help with mass numbers gathering in certain areas. • Students will be expected to go to their first class upon arriving at school and not wander the hallways. • Parents who are picking up students during the school day need to call (403) 783-4411 to inform the office that they have arrived. Students will be called from their classroom

	an appointment will not be able to enter the school. ● Adults who come to pick up students from school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. School staff will bring students outside to meet the adults who are picking them up.	and sent outside to their waiting parents. ● At the end of the school day, students will be dismissed on a staggered basis and expected to leave the school immediately to get on a bus, walk home, drive home or for parent pick up
Open or closed campus school communities	● Junior high and high schools will work with their school community to decide if students will be allowed to leave campus during lunch breaks. If students are permitted to leave the school building, they must: ○ exit through their assigned door ○ respect physical distancing and all other COVID-19 health protocols when off campus ○ assess whether they have any symptoms of illness before they re-enter the school—students with newly developed symptoms will not be permitted to return to school ○ re-enter the school through their assigned door ● Additionally, high schools will need to determine if students may leave campus and return to the school building during a spare period. Schools will also need to identify a space or spaces in the school where students on spares can be accommodated while physical distancing.	● PSC will have an open campus approach when it comes to allowing students to leave campus during lunch. ● Students will be assigned their classrooms, as well as one alternative space in the building where they may choose to go during lunch break. ● If a student leaves the building during lunch they must enter through their assigned door and follow re-entry protocol.
Hand Hygiene and Safe Practices	● Everyone must perform hand hygiene (hand sanitizer) when **entering and exiting the school**. Hand sanitizer stations will be available at each school's main entry/exit locations. ● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.	
General Protocols		

Physical Distancing	• Everyone in the school shall maintain 2 metres physical distancing whenever possible. • Where physical distancing is not possible, extra emphasis on cohorting, hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis (before and after activities) will be implemented. • In classroom and school settings where 2 metres of physical distancing is not possible, masks will be mandatory for Grades 4-12 students, and optional for Grades Pre-K - 3 students. • It is important that students and staff stay home if they have any symptoms of COVID-19 that are not related to a pre-existing condition.	
Cohorts	• Cohorting limits exposure to others and aids in contact tracing if needed. • Each class will be considered a cohort and efforts to maintain physical distancing even within a cohort will minimize the risk for disease transmission. • Every effort will be made to limit the number of cohorts that each student is part of. • When interacting with people outside the cohort, maintain physical distancing of 2 metres. • If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglass barriers or partitions), or administrative controls (adapting the activity to minimize or eliminate close contacts).	• Junior high students are cohorted into a single class and classroom for the entire day. Students stay in this classroom for all classes except physical education & options. During PE and options they will remain in their cohort group. • Junior high teachers will move to the cohort group instead of students moving classrooms • High school students have been moved into a quarter system. High school students will have 1 class during the morning and another in the afternoon. ¼ way through the school year (Nov 5, Jan 29, April 20, June 29) students will have final exams followed by the start of new classes. • Teachers will record and submit seating plans to school administration for contact tracing purposes • During the school day, teachers will dismiss single students from class to use the washroom as needed and 2m distance in the hallways should always be maintained.
Engineered and Administrative	• School offices will be required to create a barrier to maintain physical distancing with office visitors.	

Controls in Schools	• All school entry/exit doors will have COVID-19 signs posted to indicate that anyone with symptoms cannot enter the school. • Directional arrows will be posted in each school to support physical distancing. • Schools may designate different entrances and exits for different classes of students. • Schools may post occupancy limits for bathrooms, common areas and meeting rooms to allow physical distancing. • All rugs/soft surfaces that cannot be cleaned and sanitized have been removed from classrooms. • Unnecessary furniture has been removed from classrooms. • The following high touch items will not be used in schools except as needed in Foods classes: refrigerators, microwaves, dishwashers and vending machines. • There will be no use of school cutlery, cups, dishes, etc. except as needed in Food Studies classes. • All school assemblies or other large gatherings (e.g. concerts or dances) will be virtual.	• All students will be assigned an entrance to use that is nearest their first class. Upon entering the building they will head immediately to that classroom. • There will be directional arrows on the floor to help flow traffic, however the hallways at PSC are large enough to allow two way traffic in most areas. • Students are being asked to use the bathroom during class time - this will help teachers limit the number of people in the hallways at a given time as there will be occupancy limits to washrooms. • Some high touch items have been removed from the common areas, such as microwaves and vending machines.
Volunteers and Visitors	• No one should enter the school if she or he is ill. (Complete the self-assessment tool) • In-person visitors and volunteers will not be allowed in Division schools at this time. This includes guest speakers, sports-team coaches and artists in residence. Individuals are encouraged to communicate with the school through email or by phone. • Currently, parent volunteers are not permitted in the school building. • Individuals authorized to enter the school include Canada Post, service providers, delivery and maintenance personnel who support the running of the school, and emergency responders. These people will	• No community or school volunteers will be permitted to enter the school. • All school doors will be locked during the day. Visitors to the school will call (403)783-4411 to speak with the receptionist. Authorized individuals must confirm that they have no symptoms through screening before they can gain entry to the school. • School secretaries will keep detailed records of all visitors for contact tracing purposes. • All visitors to the school must wear a mask. • Parents are not able to come inside the school at this time without making an appointment, but students can come outside to meet with them at their vehicle. • Parents entering the school with an appointment must wear a mask and confirm that they have no symptoms

	only enter the school if the COVID-19 Information Screening Questionnaire indicates they are safe and if they have no symptoms. They must also sign the school's COVID-19 visitor log. ● Only required visitors can attend the school and must make an appointment prior to be let into the school. ● Masks will be required for all school visitors. ● A record of all visitors will be kept at each school. ● The number of schools that substitute teachers will work in will be limited as much as possible.	through screening.
Pre-existing Conditions	● The guidance that Alberta Education and the Chief Medical Officer of Health have provided us addresses children with known pre-existing conditions. "*The student should be tested at least once before returning to school and have a negative COVID-19 test result to confirm that COVID-19 is not the source of their symptoms. These symptoms would be their baseline health status. As long as the cough or runny nose is always the same and does not get worse, the student can attend school. Talk to your school about your child's pre-existing medical condition so the school may keep a confidential record of this condition.*" ● WCPS recommends that a COVID-19 test be done closer to the start of the school year and as the guidelines state, talk to your child's school at that time. Should a student be required to self-isolate or quarantine, our teachers will provide materials for students who are at home if students are healthy enough to do school work.	
Responding to Illness	● No one should enter the school if he or she has any possible symptoms of COVID-19. ● Each school will have two (2) contactless thermometers to assist with managing student and staff health in the event symptoms develop during the school day. If a	● Parents of students with pre-existing conditions should visit their doctor and arrange for COVID-19 test before attending school. All pre-existing conditions for students must be communicated to the school - in writing. ● Students without pre-existing conditions who develop

	student or staff member has a fever greater than 38°C, immediate steps will be taken to isolate and assist with transferring to home. ○ Daily temperature checks will not be conducted unless directed by Alberta Health Services. ● If a child/student develops symptoms while at the school, the child/student will wear a non-medical mask, and be isolated in a separate room. The parent/guardian will be notified to come and pick up the student immediately. If a separate room is not available, the child/student will be kept at least 2 metres away from other children/students. The parent/guardian/student will be asked to access COVID-19 testing by accessing the AHS Online Self-Assessment Tool. ● If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick-up the child/student. The student and staff will wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions will be avoided. If very close contact is required and the child is young the staff member will also use a face shield or eye protection. ● Staff/students must wash their hands before donning a mask and before and after removing the mask (Guidance on non-medical mask use), and before and after touching any items used by the child/student. ● All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 10 days. ● The zone medical officer of health will work with school authorities to quickly: ○ Identify cases	symptoms will be sent to the isolation space for immediate parent pickup. Temperatures of students will be checked at this time. Students will be required to wear a mask until pickup. ● The primary isolation space will be A118. When a student is in this space our school counselor will be monitoring the room to ensure all needs and guidelines are being followed. ● A school administrator, school secretary, school counselor and school custodian will be the only individuals to interact with the student and the isolation space. ● Upon arrival at the school, parents will call the school and the administrative assistant will release the child into parent care. Parents will be asked to access the AHS Self-Assessment Tool. ● After student departure, the custodians will clean the isolation space. ● Should a positive case occur, school staff will follow AHS guidance and directions..

	○ Identify close contacts ○ Create isolation measures when needed ○ Provide follow-up recommendations ○ Resource Guide for COVID-19 in Schools ○ COVID-19 Cases in Schools (Appendix B) ● 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 quarantine for 14 days. ● Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person. ● WCPS will support students and staff to learn or work at home if they are required to self-isolate. ● Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by AHS and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to cancel classes will be made in consultation with the local health authorities. ● If there is an absence rate of 10% due to illness OR there are an unusual amount of individuals with similar symptoms, school administrators must report to the local public health unit or school nurse as per their usual outbreak notification process, regardless of the COVID-19 test results for each individual. The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert Alberta Health Services to potential outbreaks of other diseases. ● Schools should assign a single responsible person to maintain records for contact tracing, including communication with public health representatives. ○ Contact tracing records may include:	

	■ Full class lists, including teachers and other staff present in the classroom ■ Daily attendance records for students and staff, (including substitutes and other temporary staff) ■ Records of students and staff that become symptomatic during the school day ■ Class seating arrangements ■ Outlines of other school control measures in place ■ Visitor records ■ Any additional information requested by AHS Public Health	
Masks and Face Shields	● Masks are mandatory for students in Grades 4-12 in all settings where physical distancing at school and in the classroom cannot be maintained. This includes wearing them in all shared and common areas such as hallways and buses. ● Masks are optional for students in Grades Pre-K - 3. Non-medical face masks may be considered but are not routinely recommended for younger students in grades K-3. It is recommended that these students instead adhere to the other public health strategies that mitigate the risk of transmission of COVID-19, such as cohorting, hand hygiene and respiratory etiquette to reduce the risk of transmission. ○ When non-medical face masks are used, hands should be cleaned before and after putting it on and taking it off. Avoid touching the mask once it is on. Masks should be changed after they become wet or soiled. ○ After removing a reusable non-medical face mask that will be re-worn prior to washing, it should be placed into a clean, breathable bag or container (allows for evaporation) for storage. Consider	● Masks will be distributed to all students and staff upon arrival on the first day of school. ● Masks will be mandatory when entering the building, as well as while students are transitioning to their classrooms. ● In classrooms where social distancing is not possible, students and staff must wear masks. This is not optional. ● Where social distancing is obtained in classrooms the teacher will decide if students can remove their masks or not. ● If a student does not choose to follow protocol around wearing a mask, school administration will follow the code of conduct in order to address the issue.

	using a bag that can be washed. All masks should have two distinct sides, one side that touches the face and one that faces outwards. ○ Do not reuse masks that are wet or soiled prior to laundering. A wet or soiled mask that requires laundering should be placed into a sealed bag or container where it is stored until it can be taken home and washed. ○ Disposable masks that are damaged or dirty should be discarded into a garbage bin that is lined with a plastic bag. ● Non-medical masks are not required while students are seated in the classroom during instruction if following the physical distancing guidance above. If close contact between students, or students and teachers/staff is occurring as a result of classroom activities, non-medical masks should be used for the duration of this activity. ● Exemptions to mask requirement for all teachers and staff in all school ● settings and students in grades 4-12 include: ○ Persons who are unable to place, use or remove a non-medical face mask without assistance; ○ Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation; ○ Persons consuming food or drink in designated areas; ○ Persons engaged in physical exercise; ○ Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance; ○ Persons engaging in services that require the temporary removal of the non-medical face mask, and ○ Spaces where physical barriers have been installed between persons. ● While on the bus: ○ Non-medical face masks are required for students in grades 4-12.	

	○ Non-medical face masks may be considered for students in grades K-3, however they are not routinely recommended. ● Every student in the Division will be provided with two reusable masks. Parents/guardians may provide additional masks for their child. ● If someone forgets their mask, schools will ensure there are supplies available for students and staff. ● Non-compliance for mask wearing will be addressed through school code of conduct requirements. ● Masks are mandatory for all staff in all settings where physical distancing cannot be maintained. ● Face shield use is at the discretion of the individual staff member. Masks are still required for staff who are wearing face shields.	
Expectations for Shared use of Equipment	● Absolutely no sharing of personal items will be permitted (pencils, crayons, erasers, toys, water bottles, books, etc.). ● When school equipment must be shared (i.e. Chromebooks, CTS shop equipment, P.E. racquets, etc) it must be cleaned and disinfected after each use. ● Students and staff are required to perform hand hygiene before and after using shared equipment.	● Teachers will be reviewing the guidelines and expectations for cleaning and disinfecting computers, chromebooks, calculators, etc. with students. Any shared equipment needs to be sanitized by the user immediately following use. ● A school laundry basket will be placed in the main hallway for weekly washing of cloths. ● A school custodian will wash the cloths at the end of each week. Staff will be responsible for ensuring they have their classroom supply of cloths on the first day of each week. ● Personal items will be stored in student backpacks under their chair. ● Coats will be stored on the backs of desk chairs. ● Students may not share items with other students. ● The school cell phone policy is still in effect and as such, no cell phones should be visible or used during class hours. If students bring their phones to school they must stay in their backpacks or pockets, out of sight and on silent, during class time. ● Students will clean shared PE equipment before and after

		use. ● In CTS classes, students will be required to wear masks and gloves. At the conclusion of the class, shared equipment will be sanitized by students and staff and gloves disposed of. ● In instances where desktop or laptop computers are used by students, students will be instructed to wipe down computers following use. ● Students are encouraged to bring their own device to school and to take it home each evening.
Water Bottles and Fountains	● AHS guidelines state that water fountains can remain open. Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations. ● Water fountain knobs and push buttons are considered high touch surfaces and must be regularly cleaned and disinfected. ● It is recommended that students bring their own water bottle (labelled with their name) and fill water bottles rather than having them drink directly from the mouthpiece of a fountain.	
Lunch	● It is important for students who stay at school for lunch to remember to bring their lunch each day—schools will not be able to accommodate family members who want to drop off lunches. If a student forgets their lunch, families should phone the school to work out a solution. ● Students will store lunches with their other personal belongings. ● All students must wash their hands before eating, and eat only their own food. Students are not permitted to share food under provincial health guidelines. ● At this time, microwaves will not be available to students and vending machines will not be operating to maintain physical distancing.	● PSC will have staggered lunch start times and end times between the Jr. / Sr. high students. This should help with hallway flow and washroom occupancies. ● PSC will have an open campus, students may leave the building if they choose during lunch, however they must follow re-entry guidelines upon returning. ● Students have been assigned “breakout” spaces that will be used only by specific cohorts. This will allow students to have an alternative space indoors that will be specific to each cohort group. ● There will be no food services, sales, vending machines, microwaves or cafeteria running at PSC. ● Students will be expected to tidy their eating spaces when finished eating

	● Elementary students will remain in their cohort to eat lunch. Multiple cohorts will not gather together to eat. ● Junior high and high school students who stay on campus will be assigned to an area of the school for lunch. ● If the school is using a common lunch area, cohorts of students will eat in staggered shifts and the space will be cleaned and disinfected between each cohort. ● Given the limitation on food handling and concerns for safety, school curricular cafeteria programs (Culinary Arts) can continue but food sales or serving of foods is not permitted. ● Food delivery services for students will not be permitted in any school.	
Personal Belongings	● Locker use is allowed when a school can provide the following: ○ A plan must be developed by each school to ensure appropriate physical distancing will be maintained at all times throughout the day. ○ A plan must be developed by each school to ensure sanitizing of the locker handle, lock, and touch surfaces daily. This task is to be completed by students without reliance on school custodians due to the frequency and time associated with this requirement. ○ Boot racks can be used providing physical distancing can be maintained. ● All students and staff are encouraged to use a backpack for all personal belongings. ● Lunches are to be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.	● Lockers will not be assigned or used to prevent mass gatherings and to help flow students to their cohorted classrooms more efficiently. ● This will be re-evaluated once the weather turns colder. ● Students will be able to leave their belongings in their classrooms as they will be cohorted there for most of their day. ● Space and storage for all students is extremely limited and will require most students to store their belongings under their desk.
Electronic Devices	● Students are encouraged to bring their own educational devices (BYOED). ● Student personal devices are to be stored with their	● Computer areas will be closed during lunch and break out times. This is to prevent our computers from becoming a high touch area.

	personal belongings. ● Wolf Creek Public Schools works with a vendor partner to offer a parent purchase program for Chromebooks. More information about this optional program can be found on our website. ● Schools will develop a protocol for disinfecting high touch surfaces on district owned shared electronic equipment between uses. Schools will also emphasize hand hygiene etiquette (washing or use of hand sanitizer) before and after students use shared district equipment.	● We encourage students to bring their own device. ● Teachers can sign out computer lab areas, and will be responsible for ensuring students disinfect before and after leaving the area.
Posters	Schools will use the following posters throughout the school to promote important safety practices: ○ Cover your cough ○ Do not enter ○ Healthy distance ○ Personal items ○ Stay safe ○ Wash your hands ○ Wash and sanitize your hands	
Classes and Programming		
Classroom Hygiene	● Everyone entering the classroom must perform hand hygiene. ● Proper hand hygiene and respiratory etiquette is required and should be regularly promoted among students and staff. ● Students and staff will wipe their own workspace such as desks, chromebooks, etc. before and after using. Younger students may require help from the teacher or educational assistant.	● Teachers will review classroom hygiene practices with students during students' first day orientation. A common orientation presentation will be provided to each staff member to ensure consistency of information regarding school protocols and hygiene. ● Teachers will add classroom specific information to their class orientations.
Class Sizes and	● Class sizes will be similar to previous years.	

Configuration	• Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom.
	• If 2 metres cannot be arranged between desks/tables, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi-circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
	• Masks are mandatory for students in Grades 4-12 in all settings where physical distancing at school and in the classroom cannot be maintained. This includes wearing them in all shared and common areas such as hallways and buses.
	• Masks are optional for students in Grades Pre-K - 3.
	• In situations where physical distancing is not possible, extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will occur.
	• Teachers will have seating plans for all classes.
	• Each class will be considered a cohort and interaction between cohorts will be minimized.
	  ○ Cohorts encourage individuals who cannot maintain 2 metre physical distancing (i.e. classes) to interact with the same people (their cohort) rather than switching daily contacts or randomly interacting with other people.
	  ○ Within each cohort (classroom), students will maintain the greatest physical distancing possible to minimize the risk for disease transmission (i.e., spacing between desks, facing the same way).
	  ○ If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections
		• Desks in classrooms will be spread apart as far as possible to allow social distancing.
		• Furnishings that are difficult to clean have been removed from classrooms (area rugs, fabric couches etc.) so that there is less chance of high touch areas that are difficult to clean becoming a problem.
		• Sharing of resources and supplies is extremely difficult and students will need to arrive with the tools to be successful in their classes each day (eg. pencil, pen, paper, personal device, calculator etc.)
		• Assuming that all students return, class sizes will range from 25-35, it will be difficult to ensure that all students remain 2 meters apart.
		For this reason, masks will be mandatory in all classroom spaces and public places, and desks/tables will be arranged in rows so that students are not facing one another.
		• Teachers sharing a classroom will have a shared seating plan for the classroom.
		• Students will not interact with other cohorts, except for lunch when high school students are assigned to a grade area.
		• PE classes will be organized according to the core cohort and will be coed.
		• Junior high students will not change for PE but rather be informed of next day PE activities and asked to ensure they wear appropriate clothing. Students may choose to change into appropriate footwear.
		• High school students will change, according to a change schedule of max 6 or less in the change room at a time. Change rooms will be sanitized at the end of the block.
		• No lockers will be used, clothes put back in their own bags and taken out. Put on shelving units in the gym or side.

	must be instituted such as engineering controls (such as plexiglass barriers or partitions), or administrative controls (adapting the activity to minimize or eliminate close contacts).	

Student Movement	● Where possible, teachers will move between classrooms and students will remain at their desks.
	● Hallway protocols are developed to ensure students remain a safe distance apart while moving throughout the building.
	● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. Teachers and staff will reinforce protocols.
	● Masks are required for all staff and students in grades 4-12 in high traffic areas.
		● Students will be directed to their cohorted classrooms upon entering and will be asked to remain there until transition times arrive.
		● Teachers will be transitioning to the student's cohorted classrooms as a way to prevent excessive hallway traffic.
		● High school students will need to go directly to their afternoon classroom when arriving back to school from lunch.
		  ● Hallways are marked with directional and distance stickers.
		  ● Only one student per classroom can leave the class at a time, unless the classroom teacher is leading the students outside for a break.
		  ● Staff will assist with directional flow as needed
		  ● Students will not use the hallway lockers.
		  ● Teachers will move from class to class.

Breaks	● Snack, lunch, recess, and class change breaks will be staggered in each school to maintain physical distancing among children/students.	● There will be no bells interrupting the school day. ● Students will have breaks at their teacher's discretion during the AM and PM periods. During breaks, they will be supervised by their classroom teacher, whether inside or outside the school. ● Teachers may choose to modify the timings of breaks and periods of their core classes to better meet the needs of their students. ● While more than one class may take a break at the same time, students within these cohorts may not interact.

Food and Nutrition Services	○ No activities that involve the sharing of food between students or staff should occur.
	● Sharing food between students would be allowed if there was a designated server serving the food, appropriate hand hygiene, and physical distancing.
		● Students will eat lunch either:
		  ○ In their core classroom / breakout space
		  ○ Off school property
		● Core teachers will provide at least one break each morning

	○ For classroom meals and snacks: ■ No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff. ■ Food provided by the family should be stored with the student's belongings. ■ Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors. ■ Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic. ■ Students/children should practice physical distancing while eating. ■ There should be no common food items (e.g., salt and pepper shakers, ketchup). ■ Utensils should be used to serve food items (not fingers). ■ If a school is using a common lunchroom and staggering lunch times, ensure that the area including all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use. ○ School Cafeteria Curricular Programs ○ Given the limitation on food handling and concerns for safety, school curricular cafeteria programs (Culinary Arts) can continue but food sales or serving of foods is not permitted.	and each afternoon for students to eat: ○ In their core classroom ○ Outside under teacher supervision ● Hand sanitizing/washing must occur before eating, and students are responsible for cleaning up after any snacks. ● The school breakfast program, vending machines, microwaves, canteen, and lunch program will be suspended until further notice.

Using Playground Equipment	• Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. • Playground users should maintain physical distancing at all times. • Ensure there are hand sanitizer stations available to maintain hand hygiene. • Encourage children to avoid sharing toys or sports equipment and limit contact with individuals outside of their cohort. • Increased focus on respiratory etiquette and physical distancing will be taken around playground equipment.	• PSC does not have playground equipment for students.

Physical Education	• When possible physical education will be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors and will follow the Guidance for Sport, Physical Activity and Recreation.
	• Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling).
	• Locker rooms and change rooms:
	  ○ Kindergarten through Grade 6 students will not change for Physical Education classes.
	  ○ Schools will develop change room protocols for Grades 7 through 12 students that will reflect time and space availability.
	  ○ Locker rooms may be used but should be disinfected between classes/cohorts.
		• Anytime students use shared equipment it will be sanitized following use.
		• PE classes will be organized according to the core cohort and will be coed.
		• Junior high students will not change for PE but rather be informed of next day PE activities and asked to ensure they wear appropriate clothing. Students may choose to change into appropriate footwear.
		• High school students will change, according to a change schedule of max 6 or less in the change room at a time. Change rooms will be sanitized at the end of the block.
		• No lockers will be used, clothes put back in their own bags and taken out. Put on shelving units in the gym or side.

Option Courses	• Where AHS recommendations and guidelines can be followed (i.e. cleaning, physical distancing, cohorting, etc.) these courses may continue to be available to students as determined by each school. • Practice, rehearsals, and instruction of dance, music and drama programs may proceed as long as the Guidance	• Option courses will proceed as per guidelines and recommendations. • Junior high students will no longer be able to choose separate options as junior high students will attend options with their cohort. Students will have 4 different options throughout the school year, every second day.

	for Music, Dance and Theatre is followed. ● Music, dance and drama performances are suspended at this time. ● In-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as: ○ Recording or live-streaming individual performers in separate locations; ○ Including more lessons focused on music appreciation or music theory; ○ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments). Ensure these items are disinfected after each use. ● Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. Enhanced cleaning protocols will be implemented.	● Senior high students will attend options in a quarter system (used to be semestered) ● Students in shop and cosmetology classes that need to share equipment will be required to use gloves and masks. All shared equipment will be wiped down at the end of class by students under teacher supervision.
Work Experience/Work Study/RAP/Life Skills Programming Off-Site	● These programs may resume as long as the risk of infection is mitigated for all participants. ● If the placement is in a workplace, the child/student is expected to follow health rules set out by the workplace which should comply with the Workplace Guidance for Business Owners.	● We will be working with our community partners to review the guidelines in order to see if there are opportunities for our students to continue to participate in these educational experiences. ● If we are able to secure, safe and appropriate placements, these alternate learning experiences will continue. ● In the event we are not able to secure appropriate worksites, these learning opportunities will be suspended until current restrictions are lifted.
Library/Learning Commons	● The protocol to access library materials and resources will be as follows, based on provincial recommendations: ○ students and staff will not access directly. ○ staff will submit a request for the resources ○ a library staff member wearing a mask and gloves will pull the resources ○ the resources will be disinfected and then delivered to the classroom	● Our school library will be closed. ● A staff member will be responsible for distributing resources when they are requested.

	○ inside the classroom, resources will be disinfected after each use by a student ○ Store items for 72 hours between use. ○ When staff are assigned to work in the library, all hard surfaces and the overall space will be cleaned and disinfected daily according to COVID-19 cleaning standards.	
Extracurricular Activities, Student Clubs, Field Trips (Local, Provincial, International)	● Extracurricular activities, including athletic events/leagues, field trips requiring busing, and all overnight student excursions are postponed. This will be reviewed by September 30, 2020. ● Where a student club can meet while maintaining physical distancing they can continue as long as they wipe down touched surfaces. Clubs that cannot maintain physical distancing are cancelled until further notice. ● Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs will be reviewed.	● School teams and clubs are suspended until further notice to minimize additional student cohorts. ● Athletics will be directed by Alberta Schools' Athletics Association with the final decisions made by Wolf Creek Public Schools.
Community Use and Joint Use Agreements in Schools	● All community use of indoor school space is currently suspended—this is required to support the proper cleaning and disinfecting of the school facility and to limit access to the school by individuals who are not regular members of the school community. ● All indoor joint use of schools for community members is currently suspended. School fields, tennis courts and ball diamonds will remain available for community use through the joint use agreement in the evenings and on weekends. The Division will work with joint use partners on an ongoing basis to work toward safely reopening school spaces for community use.	● Administrative Assistants will inform community use organizations as they request use of the school that community use of the facility is not available at this time.
Student teachers	● The Division will continue to support the placement of student teachers. ● Student teachers will be expected to follow all safety and	

	health protocols in place for Division staff and students, including the daily COVID-19 Information Screening Questionnaire. They will not be permitted to attend the school if they have symptoms of illness.	
Graduations	• At this time, any rescheduled traditional Grad 2020 events, or previously scheduled fall traditional Grad events, are to be virtual events or "drive in" events with proper protocols for distancing and safety of participants as per Alberta Health restrictions for gatherings. • The Division has not made a decision about traditional grad ceremonies for the class of 2021 as this will be determined at a later date.	• Grad 2020 was voted by students and parents to be postponed until a traditional graduation could be held. This will have to be re-evaluated and addressed to see if this is still the class's wish.
School Council Meetings	• School council meetings for the 2020–2021 school year may go ahead. • These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial School Re-entry Plan and this school re-entry plan. • Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings. • Any in-person meeting must adhere to COVID-19 health and safety protocols.	• School council meetings will be hosted using a google platform for the 2020-2021 school year until further notice.
Cleaning Protocols		
Hand Hygiene	• In addition to hand washing with soap, WCPS will provide appropriate amounts of recommended hand sanitizer in schools and on buses, and hand sanitizing dispensers will be available at each school entry/exit way. • While washing with soap and water for 20 seconds is the preferred method for cleaning hands, hand sanitizer can be used when this is not practical.	• Students will sanitize/wash hands upon entry and exit of school and classrooms. Students will wash hands after using the bathroom. • School leaders will monitor and remind students of hand sanitizing/washing at the main entrances in the morning and at lunch. • Posters have been put up illustrating hand washing techniques

	• Proper hand hygiene and respiratory etiquette is required and should be regularly promoted among students and staff.
	• **Required** hand hygiene protocols:
	  ○ Before leaving home, on arrival at school, and before leaving school.
	  ○ After using the toilet.
	  ○ Before and/or after any transitions within the school setting (e.g. 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, eyes or mouth).
	  ○ Whenever hands are visibly dirty.	

High Touch Areas	• There will be increased frequency of cleaning and disinfecting of high-touch areas in schools. • Where required, extra custodial time has been added to accommodate this work. • High Touch Areas	
Bus Cleaning	• Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run and vehicle cleaning logs will be kept.	
Cleaning Workspaces	• Materials for staff and students to clean/sanitize their own workspace (desks, shared devices, etc.) will be available in the classroom. • Students and staff will wipe their own workspace before and after using. If students remain at the same desk all day, this would be done at the beginning and end of the	• Teachers will be informed of the expectations of clearing workspaces and will inform students of the expectations of the classroom protocols. • Students will clean their desks each morning upon arrival, before lunch, before afternoon classes, and each afternoon before departure.

	day.	• Teachers will clean their own workstations and supervise student cleaning. • Non-essential items have been removed (microwaves) or disabled (vending machines)
Mental Health/Psychosocial Supports for Students and Staff		
Providing Mental Health Support	• Staff have access to professional learning on supporting the mental health of students. • Information on accessing mental health resources for students, families and staff is posted on the Wolf Creek Inclusive Learning Services Resources for Parents webpage and through the Social/Emotional Supports document.	• Students can continue to access our SSW. They can email her to set up appointments, access her through their classroom teachers or by email.

Options for Parent-directed/taught At-Home Learning (WCPS Virtual Learning Program)

What is the Wolf Creek Virtual Learning Program?	The Wolf Creek Virtual Learning Program provides opportunities for parents to have access to digital resources, with occasional support from a Lead Teacher, for their children to temporarily bridge at-home learning experiences due to specific COVID-19 concerns related to attending school. Parents will be responsible to lead this work each day with students who participate in this program. Lead Teachers will provide supportive online resources designed to assist parents in leading learning environments within their home while maintaining a connection to their regular assigned school. This bridge will ensure a stronger transition back to the school and classroom when the student is able to do so. This program will operate under Alberta Education's Shared Responsibility Program as outlined at this link. Unlike emergency at-home learning that took place in the Spring of 2020, the Wolf Creek Virtual Learning Program requires students to participate for a greater number of hours at home to meet the full outcomes of the Alberta Programs of Study. It is important to note that the Wolf Creek Virtual Learning Program will not offer the same direct teacher supports, learning opportunities or regular classroom supports as in-person learning. However, the program will provide a bridging support in cases where a future return to school is planned for later in the 2020-2021 school year.

	More information on accessing this program can be obtained by contacting your school principal to determine if this opportunity families who find it necessary to have students learn at home due to specific COVID-19 concerns. The Wolf Creek Virtual Learning Program FAQ will assist with some initial questions. After August 25, school administrators will be available to respond to inquiries by specific parents.
Time Expectations and Focus Areas within the Wolf Creek Virtual Learning Program for Families	Wolf Creek Public Schools is committed to offering quality learning experiences at each grade level that lead to high school completion. This program still requires students to meet all the outcomes in the Alberta Program of Studies while learning at home. There will be specific focus areas at the various grade levels to ensure students are moving forward in their learning journey during the 2020-2021 school year. **Kindergarten** ● A focus on early development skills to develop strong foundational skills for students prior to entering Grade One. Activities will be designed to help children explore, create and play with learning as a foundation within those activities. ● Weekly and Daily Times: **8 to 10 hours** throughout the course of each week. ● Breaks, Lunch and regular, daily physical activity is also necessary to integrate into this time allotment. **Grade 1 to Grade 3** ● A focus on literacy and numeracy to develop strong foundational skills in letter recognition, reading and writing skills as students progress through Division One. ● Weekly and Daily Times: **12 to 14 hours per week** and/or 3 hours per day. ● Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time. ● Optional activities such as Art and virtual field trips will also be provided beyond this amount of time. **Grade 4 to Grade 6** ● A continued focus on literacy and numeracy at high levels of understanding, comprehension and complexity to prepare students for older grade level expectations in core areas such as Math, Language Arts, Social Studies and Science. ● Weekly and Daily Times: **16 to 20 hours per week** and 4 hours per day. ● Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time. ● Optional activities such as Art and virtual field trips will also be provided beyond this amount of time. **Grade 7 to Grade 9** ● A focus on core academic programs in Math, Language Arts, Social Studies and Science in order to prepare students for entry to future high school programs through a solid foundation is key. There will be no complimentary (options) courses provided. ● Weekly and Daily Times: **20 to 25 hours per week** and 5 hours per day.

	• Additional time may be required to complete work in core subjects that require more research, writing or practice/remediation. • Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time. • Optional activities such as Art and virtual field trips will also be provided beyond this amount of time. **Grade 10 to Grade 12** • An academic program that mirrors course content the student would be enrolled in at the high school level to assist with acquiring the course learning experience and prerequisite skills to continue into high school courses at the academic level of the student. Complementary (CTS) Courses will be limited with a stronger focus on core courses. Upon re-entry into the regular high school program some courses may continue to be completed online while other courses may switch to direct classroom instruction. • Weekly and Daily Times: **Up to 30 hours per week** and typically over 5 hours per day depending on the nature of the course load. • Additional time may be required to complete work in core subjects that require more research, writing or practice/remediation. • Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time.
What is Homeschooling and how is it different?	• Homeschool Programs require the parent to be completely in charge of the student learning plan having the primary responsibility for planning, managing, providing, evaluating and supervising their child's course of study while developing a home education plan to meet the learning outcomes. This plan must adhere to the provincial Home Education Regulation. Details are available in the Home Education Handbook. • Wolf Creek does not currently maintain a homeschooling program within the Division but utilizes a connected school approach for parents to work with local schools. • Parents that wish to access a home school program are referred to agencies outside of Wolf Creek that operate these programs. These can be found through consultation with the Alberta Home Education Association.

Parent Responsibilities in Home School Programs with Outside Agencies	• Parents have four key responsibilities:
	  ○ Submit a home education plan (HEP) that meets the Home Education Regulation requirements.
	  ○ Submit a mid and a year end written summary of the child's progress toward the learning outcomes identified in the HEP.
	  ○ Provide dated samples of the child's learning in all of the subject areas identified in the HEP (minimum of 4 core subjects).
	  ○ Attend student progress review meetings with the child twice yearly with the Home-based Coordinator.

Plan Updates

All Wolf Creek schools have been given guidelines to prepare for Scenario 1, and will make adjustments based on their unique school community and physical layout of each school.

Please note that this plan may be updated in response to changes directed by Alberta Education. Any changes in the school re-entry scenario will be determined by Alberta Health and Alberta Education with information on local school-based and zone information. We will remain in communication with the Alberta government and will continue to follow its advice.

Resources

Government of Alberta Guidance for School Re-entry - Scenario 1

COVID-19 information: Guidance for School Re-entry - Scenario 1

References

Alberta K to 12 School Re-entry Website

Alberta Health Daily Checklist

Screening Questionnaire

Guidance for Sport, Physical Activity and Recreation

Guidance for Playgrounds (updated June 18, 2020)

Elementary - Returning to School Safely Video

Junior and High School - Returning to School Safely Video

Appendix - A

What is COVID-19?

COVID-19 is an illness caused by a coronavirus. It is a new disease that has not been previously identified in humans. Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) and was declared a global pandemic in March 2020. Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze.
- close personal contact, such as touching or shaking hands.
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

These viruses are not known to spread through ventilation systems or through water.

Symptoms

COVID-19 symptoms can be mild and are similar to influenza and other respiratory illnesses. According to information from the Government of Alberta, most healthy people who are infected with the new, or novel, coronavirus will have a mild illness like a cold or flu. They may have a fever, cough, sore muscles or a sore throat. Some people may feel short of breath. Most people (about 80%) recover from this disease without needing special treatment. People who are much older or who already have health problems are more likely to get sicker with the novel coronavirus and may need to be hospitalized.

Alberta Health identifies the following symptoms for COVID-19:

- Common symptoms: cough, fever (over 38°C), shortness of breath, runny nose or sore throat.
- Other symptoms can include: stuffy nose, painful swallowing, headache, chills, muscle or joint aches, feeling unwell in general, new fatigue or severe exhaustion, gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite), loss of sense of smell or taste, conjunctivitis (pink eye).
- Symptoms of serious illness: difficulty breathing or pneumonia.

If you have any of these symptoms, stay home and self-isolate to avoid spreading it to others. Alberta Health recommends calling Health Link at 811 for more information.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who have not yet developed symptoms (pre-symptomatic) and those who will never develop symptoms (asymptomatic).

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

Prevention

Novel coronavirus spreads the same way as other viruses that cause colds and cases of flu. When people cough or sneeze, tiny drops of liquid go into the air. If the person has the coronavirus, the virus can be in those droplets and make others sick. One way a person can get sick is by breathing in tiny drops that have the virus in them, that can happen while talking with or being close to someone who is sick. Another way is by someone touching something that tiny drops have landed on and then touching their mouth, nose or eyes. Sharing dishes and forks and spoons, water bottles and drink containers could also spread the virus from someone who is sick to someone who is not.

You can help prevent the spread of COVID-19. Prevention starts with awareness. The following practices will help reduce the spread of COVID-19:

- Practice physical distancing
- Self-isolate when you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

Good Hygiene

Wash your hands really well and often with soap and water for at least 20 seconds. Soap and water are always the best. But, if soap and water are not available, you can use hand sanitizer. If your hands are dirty, or you have touched a surface that others have touched, wash your hands. Don't touch your eyes, nose or mouth until your hands are washed. Cough or sneeze into your elbow or a tissue, then wash your hands. Washing your hands, not touching your face, and staying home when you are sick are the best ways to help you and your family and friends stay healthy.

Parent/Student Support: Guide and Videos

Parents and students can use the following resources to prepare for the new school year.

The 2020/21 Parent Guide contains steps parents and students should follow to reduce the risk of COVID-19 in schools.

Videos - Returning to school safely

	
https://www.youtube.com/watch?time_continue=2&v=GLaj98wmgRc&feature=emb_logo	https://www.youtube.com/watch?time_continue=2&v=CwYmS-P3Nn0&feature=emb_logo

If there is anything you might be confused or worried about, don't be afraid to ask someone you trust. More information can be found online at alberta.ca/COVID19.

Quarantine and Isolation

Alberta Chief Medical Officer of Health (CMOH) Order 05-2020 has several legal requirements for quarantine and isolation (please see the table below).

Quarantine	*Isolation*
Required when people are not sick, but have been exposed to someone who has COVID-19.	Required when people are sick, to keep them from infecting others.
The quarantine period for COVID-19 is 14 days. This is because it can take up to 14 days for an individual to develop symptoms.	The isolation period for people who have symptoms (but not diagnosed with COVID-19) is 10 days or until symptoms resolve, whichever is longer.

Appendix - B

COVID-19 Cases in School

The following guide summarizes the practices, procedures, roles and expectations in the event of cases of COVID-19 in a school. The complete guide can be viewed in the Alberta Government's COVID-19 IN SCHOOL (K-12) Setting: A resource guide for schools before, during, and after a COVID-19 outbreak.

Standard Practice: If there are NO CASES in a school Schools continue health and safety measures including class cohorting, physical distancing, mask wearing for students in grades 4-12, and daily health checks at home of students and staff.
Symptomatic Individual(s): NO CONFIRMED CASES, but one or more people with symptoms Symptomatic students will be isolated from others, and parents called to pick up the symptomatic student. If staff are symptomatic, they would immediately leave to isolate at home. **Symptomatic students or staff should complete the AHS Online COVID-19 Self-Assessment Tool to see if a test is required.** Isolation of 10 days is required or when symptoms resolve, whichever is longer.
Alert: If there is ONE (1) confirmed case in a school (with or without symptoms) The school will be put on Alert Status by Alberta Health Services. Schools will be in contact with the Division office to notify of a confirmed case. Record keeping will be shared with AHS to ensure contact tracing. **If required, an Alert message will be shared to inform school parents/guardians of one case in the school and actions being taken, while protecting the identity and privacy of the individual.** Continued learning will be supported for students in self-isolation. The individual with the confirmed case of COVID-19 will self-isolate according to Alberta Health Isolation Guidelines.
Outbreak: If there are TWO (2) OR MORE confirmed cases in your school setting (staff/child) within a 14 day period (one incubation period) OR two or more confirmed cases (staff/child) that are epidemiologically linked Schools and the school district are to work collaboratively with AHS Public Health under the authority of the Zone Medical Officer of Health/designate in order to manage their outbreak status and adhere to any recommendations or orders provided by the Medical Officer of Health/designate. This includes: contact tracing, communication to parents/guardians informing of a school outbreak and actions being taken, while protecting individual information and privacy. Individuals with the confirmed case of COVID-19 will self-isolate according to Alberta Health Isolation Guidelines. Schools will be in contact with the Division office to notify of confirmed case(s). **Decisions on the need for alternate instructional delivery plans or school closures will be made by the Government in conjunction with local officials.**
Public Reporting: If there are FIVE (5) OR MORE confirmed cases in the outbreak at your school setting, the outbreak at your school will be publicly reported on the Alberta Health outbreak website Schools, school districts and AHS will continue with all roles and responsibilities under Outbreak. Public health measures for outbreak management are at the discretion of the

Zone MOH; **decisions on the need for alternate instructional delivery plans or school closures will be made by the Government in conjunction with local officials.** The Zone MOH may make recommendations or provide orders to effectively control the outbreak. These recommendations will be based on the number of active COVID-19 cases in the school and the risk of ongoing transmission, as determined by the public health investigation. Schools will be in contact with the Division office to notify of confirmed case(s). AHS can answer applicable questions from parents/guardians, the school or other partners involved in the outbreak. Public or media questions should be redirected to Alberta Health at this time.