



# Alpenglow School Re-Entry Plan August 20, 2020



## Welcome back to school!

This plan is intended as a guide for families as students transition back to school for the 2020-2021 school year in a time of COVID-19. We appreciate there is a lot of information in this document. We have tried to make this document interactive so you can go specifically to the section that may relate to questions you have. In particular the “Your Big Questions” section of the document is linked to information in this plan. Please note that staff will walk students through the key aspects of this plan that are most important for their safety and how to navigate the school. This is a living document that will be updated as more information is received from Alberta Education and therefore this document should be used **digitally**, rather than in hard copy form. This is an Alpenglow specific document with details for our school operations and is intended as a supplement to the [CRPS Divisional Re-Entry Plan](#).

There are three guiding principles for the reopening of schools in the “Near Normal” scenario outlined by Alberta Education (July 21, 2020). These principles are:

1. Put measures in place to protect against exposure.
2. Plan to deal with symptomatic individuals.
3. Put a hygiene plan in place.

The creation and any modifications to the Alpenglow Back to School Plan will align with the CRPS Plan in accordance with direction given to schools by Alberta’s Chief Medical Officer, Dr. Hinshaw. Dr. Hinshaw indicated that the goal of re-entry scenarios for schools is built on the rationale of trying to achieve a balance between the following tensions/factors:

- To attend school - the importance of education and the other supports for students and families that school provides.
- To minimize transmission - we cannot eliminate it.
- To contain spreads.
- To protect those at highest risk.

The return to in-class learning is not without risk of infection transmission. By bringing many people together in a closed setting, such as a school, there is a realization that cases and even outbreaks of COVID-19 will occur in some locations within Alberta. Public health officials will be monitoring the situation closely and will be ready with a plan that enables a rapid response to cases of COVID-19 in schools.

If a child is ill, teachers will support those students to work from home as per typical practices when a student is ill and must remain at home, but is still able to complete school work. If parents choose to keep their child/ren at home for reasons of safety related to the COVID-19 pandemic, 'At-Home' learning will be provided.

Alpenglow will not be offering Alpenglow online support for families choosing to have their child learn from home. For those families who wish to have their child(ren) learn from home, their child(ren) will work with a CRPS cohort and a non-Alpenglow CRPS teacher. Alpenglow teachers will work with the CRPS teacher to reintegrate our Alpenglow students back into the Alpenglow School when the family feels ready for their child(ren) to continue with learning at school.

Please feel free to contact us if you have any questions/concerns. Better days will return. In the interim, we will continue to work together to keep our students safe, ensure they meet their learner outcomes, and find joy in their time at school.

Chris and Hans

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## Your Big Questions

### **When is the first day of school for the 2020 - 2021 school year?**

The first day of school is Aug 31st. For more information about what will happen on this day please refer to the [First Days of School](#) section.

### **What will their school day look like?**

School will look and feel familiar to our students. Students will be greeted by their teacher each morning and will be with their teacher throughout the day. The rhythm and routine with learning blocks, morning walks, and recess will still be in place. The timing of some of the activities will change somewhat to allow for staggered transitions in shared spaces. Our focus on Nature Immersion and Waldorf influences on learning will still be at the core of your child's learning.

Some things will be a little different. Grades 4-6 students and staff will be required to wear masks at times in the school day, each class will have a dedicated washroom for use, students will have to bring their outer wear (jackets etc.) into the classroom unless students are outside, and there will be no singing in class (your child's teacher will share details with you and their students).

### **What kind protections are in place for my child(ren), while at school?**

Based on Alberta Health directives, our school has taken initiatives in order to help reduce the spread of COVID-19. This re-entry plan outlines the protocols and procedures that we have put in place to reduce the risk of transmission. This document is organized using a hyperlinked table of contents. On the first days of school, students will be guided through this document to ensure that our protocols are understood and followed. Please choose links that you are concerned about for detailed information.

### **What will my child(ren) do during lunch?**

Please refer to the [Lunch and Snack Times](#) section that outlines the expectations of a closed campus and this section for what students do during lunchtime.

**If a child becomes sick during school, what will happen?**

Please refer to the [Responding to Illness](#) section that outlines protocols for a student who becomes sick at school.

**What if my child has allergies that have symptoms that look similar to COVID-19?**

Please refer to the [Students with Pre-existing Conditions](#) section that outlines the process for students that have pre-existing health concerns.

**How will the school be sanitized daily?**

Measures have been put into place to regularly disinfect our school and to support children's hygiene practices. Please refer to the [Sanitization](#) section.

**What if I would like my child to learn from home.?**

Alpenglow will not be offering Alpenglow online support. For those families who wish to have their child(ren) learn from home, their child(ren) will work with a CRPS cohort and a non-Alpenglow CRPS teacher. Alpenglow teachers will work with the CRPS teacher to reintegrate our Alpenglow students back into the Alpenglow School when the family feels ready for their child(ren) to continue with learning at school.

**If I have elected to send my student to school, can I change my mind and select home learning.**

To begin the school year, parents will complete a divisional form that outlines their choice around in-school versus home education. Students that have elected to learn from home will do so for the remainder of the quarter (August 31-November 6). Throughout the school year, families are welcome to contact the school to initiate home learning. ([In-Person or At-Home Learning](#)).

**Who will be allowed in the school?**

In order to maintain a closed campus and limit the spread of infectious diseases, visits to Alpenglow School will be limited. For more detail please review the section on [Maintaining a Closed Campus](#).

## First Days of School (August 31st - September 3)

While a day in school will look mostly the same for our children, there will be some new practices that will need to be woven into the rhythm and routine for our students. To ensure our children are not overwhelmed by these changes and to ensure a safe return to school, all students will have a staggered entry back to school. The first full day of school will be September 3, 2020. You will be sent a schedule so you know the staggered entry times and days for your child.

The first day of school will be used to welcome students back to Alpenglow and to teach them protocols that follow Alberta Health best practices. These protocols have been put into place to help prevent the spread of COVID-19. Throughout the school day we need everyone at Alpenglow (staff, families and students) to work together to maximize the effectiveness of the initiatives that are outlined in this plan. The first days will be an important time for students to learn and understand how to minimize interactions that occur as we return to school in a live setting.

- Families will receive an email identifying the designated meeting place for your student's cohort at the school. They will meet with a staff member at that designated location outside the school. The staff member will then direct the cohort to the appropriate room.
- Students (Grades 4-6) must wear masks upon arrival to the school. If students arrive without a mask, a staff member will provide them with a mask.
- Staff will direct students to their classroom.
- Students' teachers will (at minimum) instruct students on:
  - Proper hand hygiene
  - Respiratory etiquette
  - Proper use of masks
  - Proper use of hand sanitizer
  - How to maintain physical distancing
  - Illness protocol - [self screening checklist](#)
  - Student arrival/departure protocols.
  - Movement about the building (eg. washroom protocol, movement breaks, lunch breaks).
  - Review of student timetables
  - Students will receive textbooks

- Review of student handbook
- Review the process for walking in the hallways such as “rules of the road”
- Students to be given PPE (Protective Personal Equipment)
- Seating plans will be created

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## Drop Off and Pick Ups

- Parents will remain outside for drop-off & pick-ups. **Parents shall not enter the building without an appointment made 24 hours in advance**, except in emergency situations, so that the number of additional adults in the building can be minimized at any given time. Outside of regular pick-up drop-off times, office administrators will sign students in and out during the day while parents wait for their child outside the building.
- Students will be taught to physically distance when lining up in a calm, encouraging manner. Signs will indicate where students can meet their teacher on the grass.
- Parents picking up their children will be asked to arrange a meeting place outside.
- Teachers will scan the hallway and dismiss students one cohort at a time.
- Bussed students will be dismissed 5 minutes after students being picked up are dismissed and supervised by staff members.

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## Cohorting

- Students will remain with their classroom teachers,
- We will minimize cohort intermingling during and outside of classes and in washrooms.
- Cohort seating will be in rows whenever possible.
- Alpenglow staff will maintain ongoing records (e.g. seating plans, people in and out of the school) to assist with contact tracing.

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## Sanitization

- Each student and staff member will be provided with a personal sanitizer bottle with carabiner. Refill stations will be available.
- Signs will be posted encouraging good hand hygiene and respiratory hygiene, including washrooms. Teachers will reinforce when students should sanitize and wash their hands.
- Screening tool will be posted on every exterior door and classroom door.
- Students may only eat their own food and not share lunches or snacks.
- We will leave interior doors open, if possible, so as to minimize contact with door knobs and teach children to use their elbows.
- Teachers will be reviewing the following procedures with their students:
  - Everyone should clean their hands with the provided hand sanitizer or wash their hands for at least 20 sec
    - When they arrive at school and before they go home
    - Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions)
    - Before eating and drinking
    - After using the toilet
    - After playing outside
    - After sneezing or coughing into hands
    - Whenever hands are visibly dirty
    - After touch communal surfaces
    - Please minimise the transportation of items between home and school. Items brought back and forth should be cleaned at drop off and pick up and not used by anyone else.

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## Shared School Spaces

Physical playground structures may be used by one cohort per day. Schools will not be open for community use. Students will not be permitted to use gathering areas for lunch. Schools will develop processes for the use of Libraries/Learning Commons that follow AHS restrictions. School infirmaries will be designated for COVID-19 quarantining, if possible, and not for other illnesses or injuries. If a gymnasium must be used for Physical Education, physical distancing must be maintained. Gyms will be used as little as possible at this time.

Students and staff will use sports equipment during physical activities at breaks. Each cohort will have designated equipment for their use.

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## Personal Protective Equipment (PPE)

- Staff will be required to mask when working with a student who has symptoms and are waiting to be picked-up, who are working with a medically fragile student, or who work with multiple cohorts in a day. Staff will follow recommended hygiene procedures. Everyone at CCHS will follow the initiatives for personal protective equipment that have been outlined by Alberta Health. PPE is designed to supplement protocols that help keep everyone safe. ([AHS information on masks](#)) All students attending Grades 4 through 12, staff members and visitors must wear a non-medical face mask that covers their mouth and nose while attending an indoor location within a school, unless the student, staff member or visitor:
  - a. is unable to place, use or remove a non-medical face mask without assistance;
  - b. is unable to wear a non-medical face mask due to a mental or physical concern or limitation;
  - c. is consuming food or drink in a designated area;
  - d. is engaging in physical exercise;
  - e. is seated at a desk or table
    - i. within a classroom or place where the instruction, course or program of study is taking place, and
    - ii. where the desks, tables, and chairs are arranged in a manner
      - A. to prevent persons who are seated from facing each other, and
      - B. to allow the greatest possible distance between seated person;
  - f. is providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance; or
  - g. is separated from every other person by a physical barrier.

School administration should be informed of an exemption and should ensure adherence to the other public health measures. It is important that any student, staff member or visitor who is not required to wear a non-medical face mask complies with other personal preventative practices such as frequent hand hygiene and physical distancing as much as possible. Face shields are not considered to be an equivalent to non-medical face masks.

Exemptions to mask requirements 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 mental or physical concern or limitation.
- Persons consuming food or drink in a designated area.
- Persons engaged in physical exercise.
- Personal 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.
- Spaces where physical barriers have been installed between persons.

Masks should not be worn by anyone who is unable to remove the mask without assistance (e.g. due to age, ability or developmental status). School administration should be informed of the exemption and should ensure adherence to the other public health measures.

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## **Responding to Illness**

- Should a student display illness symptoms while at school, we will contact parents immediately for pick-up and isolate the child until parents arrive.
- Staff in contact with the child will follow the strict guidelines of using PPE and sanitary measures.

- Children cannot be placed on the bus when sick. If a parent is not able to pick up their child, they must designate an emergency contact who will pick up your child. Within the Alberta Government's pandemic response, this is a responsibility that families must adhere to.

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## Demonstrating Clearance to Return to School

- In order for school re-entry to be successful, all students, families and staff must work together to minimize risks. [Please use the COVID-19 Self-Assessment Tool to determine whether your child needs to be tested for COVID-19.](#) If your child has tested positive for COVID-19, you or your child [will not be required to provide a formal document that shows evidence of a negative test result.](#) You are legally required to [isolate](#) for a minimum of **10 days** if you have tested positive for COVID-19. The isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer. [Students can return to school when they have followed the Alberta government's requirement related to isolation](#)

## Students with Pre-Existing Conditions

- At the start of the school year, parents will be required to provide updated information on student's pre-existing conditions on the Annual School Enrollment Update/Verification 2020/2021. Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once *prior to the start of school*, according to Alberta Health Services Guidelines.
- Please call or email your child's school, prior to the first day of classes, to let them know that this testing has been completed and to notify them of the results if they are negative. A formal document does not need to be provided. Schools will keep a detailed record of this contact. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline), the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused with COVID-19 for students in PowerSchool as they would with other medical conditions.

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## General Hygiene Protocols

- Children will not be able to use classroom coat hooks/boot rooms.
- Hand sanitizers have been placed in high traffic areas, by bathrooms and hallway junctures, for children's use. Numerous washrooms will also be available for hand washing.
- Each child and staff member will be provided with a personal sanitizer bottle with carabiner. Refill stations for these bottles will be available within the school.
- Sanitization posters are posted at all entrances, all classroom doors, and all common areas.
- **Children demonstrating COVID-19 symptoms** will wait in a location in or adjacent to the main office for pick up by parents. Depending upon the child's condition the child may be placed in our isolated first aid room until parents arrive. Parents must follow the protocols outlined in the [CRPS Return to School Plan](#).
- Alpenglow staff will sanitize all areas with which a sick child with symptoms has been in contact once the child has left the school.
- Alpenglow School is open to **Emergency Visitors Only**. They must report to the office on arrival.
- Alpenglow School will minimize the interaction between cohorts where possible. Children have been grouped into cohorts that will remain together throughout the day, all school year.
- Alpenglow School will manage student traffic flow through entrances and hallways with visual cues such as floor tape, whiteboards, and signs.
- Breaks for cohorts will be staggered to minimize interactions between different cohorts.
- Alpenglow School will not be open for community use during the day and in evenings.
- Shared public equipment such as phones (eg. office phone) have been removed.
- Shared public furnishings have been removed and children will not be permitted to work individually or in groups in public spaces.
- Fire Drills/Hold and Secure Drills will be practiced in a manner to maintain social distancing. In the event of real emergency, moving students out of the school in an expedient manner will take precedence over social distancing

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## Screening

Alberta Health has designed a [self assessment tool](#). We are asking that Alpenglow families use this tool everytime that students enter our building. The function of this assessment is for people to recognize when to actively distance themselves in order to protect others around them.

- Before leaving home, staff and students who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the Self-Screening Tool ([here](#)). If they answer YES to any of the questions, the individual should not come to the school;
- The school will screen service providers, including delivery drivers and independent contractors using the screening tool before they enter the school.
  - If they answer YES to any of the questions, the individual will not be admitted into the school;
- At the start of the school year, parents will be required to provide updated information on student's pre-existing conditions on the **Annual School Enrollment Update/Verification 2020/2021**. Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once prior to the start of school, according to Alberta Health Services Guidelines. Please call or email your child's school, prior to the first day of classes, to let them know that this testing has been completed and provide evidence of a negative test to the school.
- Alpenglow School has placed self-assessment information posters around the school and on the student information systems.
- NO PERSON shall enter the school if they are exhibiting symptoms, even if symptoms resemble a mild cold.
- The school will post signs on all entrances to "not enter" if you have COVID-19 symptoms, even if symptoms resemble a mild cold.
- The school will direct anyone that reports symptoms to stay home, to seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and to fill out the [AHS Online Self-Assessment Tool](#) to determine if they should be tested.

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## In-Person Learning or “At-Home” Learning

Parents will have the option to register their children for face-to-face learning or at-home learning through our divisional registration form (see August 24 email). Registration will come out in quarters and families will need to commit for the entire quarter. Continuity of education will be provided to all students. Alpenglow will not be offering Alpenglow online support. For those families who wish to have their child(ren) learn from home, their child(ren) will work with a CRPS cohort and a non-Alpenglow CRPS teacher. Alpenglow teachers will work with the CRPS teacher to reintegrate our Alpenglow students back into the Alpenglow School when the family feels ready for their child(ren) to continue with learning at school.

### Face to Face Learning:

- All students will be responsible for having all of their own supplies.
- Field trips requiring transportation will be postponed or cancelled.

### At-Home Learning:

- If parents have chosen this option, students in Kindergarten through grade 6 will be assigned a teacher by the division.

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## Students Belongings and Supplies

- Student belongings/supplies will be stored separately and lockers will not be used.
- Students will not be entering the library; rather, the protocol to access library materials and resources will be as follows: 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 after the resources are returned to the library and they will sit for three days and then be put into circulation.
- To minimize the transportation of items between home and school, only water bottles should go back and forth from home and school, ensuring they are cleaned at drop off and pick up and not used by anyone else.

- Manipulatives: individual labelled bags will be used to assign manipulatives to individual students.

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## **Maintaining a Closed Campus**

- Once students arrive on campus they will be expected to remain on site until the end of the school day.
- Recognizing that some students go home for lunch and that home is a healthy environment, students will be allowed to have lunch at home, but going out downtown will not be permitted. If a student must go home for lunch, parents will be required to ensure that their child completes the self-assessment tool before returning to the school after lunch. At the start of the school year, parents will be asked by their school to indicate if their child will need to go home for lunch on an ongoing basis, and will be asked to sign a self-assessment commitment when completing the **Annual School Demographic Update/Verification 2020/2021**.
- We also ask that you make community appointments after school hours, or later on in the day as students if possible.
- There will be no non-essential visitors (volunteers or guest speakers) allowed at Alpenglow School. The school will not allow parent volunteers in the classroom for the time being. We do value parental feedback and support, which can still be occurring, but things will look a little different for a while.
- The school will not be open for community use.
- Teachers are very good at replying to emails and will respond within 24 hours to a request for information or for a meeting. Please call the office to make an appointment but also consider a phone conversation or a Google Hangout in place of an in-person meeting. Also, consider taking part in monthly parent council meetings where you will hear the most up-to-date information about our school and have the opportunity to ask questions and provide feedback.
- All essential-service providers and parents who must enter the school must complete the [Self-Screening Questionnaire](#) before possible entry. If they answer YES to any of the questions, the individual will not be admitted to the school and should not attempt to enter the school.
- There will be a sign-in book for essential-service providers that will be completed by administrative assistants to allow for contact tracing if needed.
- All permitted visitors will remain in the school for as limited a time as possible and will be required to wear a mask at all times, as well as be required to follow all other safety protocols dictated for adults in the building.

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## **Lunch and Snack Times**

- Activities that involve the sharing of food between students or staff are not permitted.
- Parents please send containers that students can open independently.
- Food provided by families should be stored with the student's belongings.
- Children will not be permitted to use gathering areas for lunch or snacks.
- Students should practice physical distancing while eating.
- Students will eat at their desks. Students will be taught to not place any food items directly on the desk surface.
- Waste and recycling will go home.

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## **Postponed or Cancelled Events and Gatherings**

- There will be no assemblies or Alpenglow community events (Winterfest, Concerts, Springfest, and Martinmas) at this time.
- Field trips requiring bus transportation will be postponed or cancelled.
- Grade 3 or Grade 6 Provincial Achievement Tests in 2021 are canceled.

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