



# **Cochrane Valley Montessori School**

## **Re-Opening Plan**

### **Scenarios 1, 2 and 3**



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## THE STRATEGIC PLAN WILL CONTINUE TO GUIDE DECISION MAKING

CVMS strategic plan serves as a foundational lens through which we engage with students, parents, and community partners. Our students' wellbeing, ability to persevere, and engage in high quality learning opportunities has never been more important. Our children's education continues to be our focus. This has not changed. The context in which education is delivered has changed and we need to take this opportunity to reflect, revise, and reimagine our work within our learning environment.

Alberta Education in conjunction with Albert Health has outlined a 3-scenario outlook for planning for the future of education in this province. At any given time, depending on the provincial and regional reality of cases of COVID -19 as well as the reality of the pandemic (a visional outlook for the whole province), the provincial government could mandate us to move from one scenario to another over-night.

**Scenario 1**-near to normal operations- all students- in person in class with physical distancing and health protocols in place-**reopening in September will be in this scenario**

**Scenario 2**- cohort limitations, more health and cleaning protocols and physical distancing mandated

**Scenario 3**-at home online learning with continued educational rigour for student work completion

As CVMS is a very small school, our enrollment numbers as of AUGUST 2020 indicate that our preschool classroom and our elementary classroom will be able to cohort with <15 children in a classroom at one time. We are currently following all health guidelines and protocols PLUS, to give our children the safest possible education we can. Parents are an integral part of this plan and we will be asking for your feedback and guidance to this document at our TEAMS meeting on AUGUST 13<sup>th</sup>. After tonight, we will incorporate any feedback we reach from this meeting for you to read over. We will send you a link to the complete document for full perusal before we write policy that will adopt it as a plan going forward for the future. It will stay as a temporary plan until September 15<sup>th</sup> and then will be fully adopted by our Board of Directors and our future Parent Advisory Council.

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## PREPARING FOR FALL 2020: GUIDELINES FOR SUCCESSFUL REOPENING OF SCHOOLS under scenario 1

### INTRODUCTION

In June 2020, the Government of Alberta announced that “Alberta prekindergarten to grade 12 schools will resume in-classroom learning for the upcoming school year.” Additionally, the news release stated:

*The Government of Alberta’s priority continues to be the health and safety of students, staff, and caregivers. The Chief Medical Health Officer will continue providing advice and recommendations as the planning and implementation process takes place.*

Further:

*While a return to the classroom in the fall is the scenario being planned for, there will be contingency plans in place in the event that there becomes an elevated transmission risk, and in-class learning cannot resume as planned, either regionally or provincially.*

Return to in-school learning will comply with the [Alberta School Re Entry Plan](#) that outlines detailed safety guidelines and procedures.

Recent events have allowed us to reflect on and learn more about how to meet the needs of our students. This has provided us with an opportunity to strengthen our ability to create learning experiences that inspire all students to reach their potential.

Please note that staff are expected to be physically present in school buildings, even for the provision of online learning. All students are also required to participate fully in the learning program regardless of whether the instruction is face-to-face or through online programming.

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## STUDENT AND STAFF SAFETY – COVID-19 INFORMATION

### COVID-19 INFORMATION

COVID-19 is a virus that spreads through close person-to-person contact. The infection transmits via coughing and sneezing (droplet transmission). It can also be spread by touching surfaces with the virus on it and then touching your mouth, nose, or eyes before washing your hands.

Symptoms of COVID-19 are like other respiratory illnesses, including the flu and common cold. Symptoms of COVID-19 can be found at the following [link](#) finding symptoms.

As a respiratory illness, the best method to protect yourself against COVID-19 is to practice everyday preventative actions including:

- Practice proper cough and sneezing etiquette (into a tissue or the bend of your elbow)
- When physical distancing is not achievable, wear a mask
- Wash your hands often with soap and water; if soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Clean and disinfect your home regularly
- Maintain safe food practices
- Avoid close contact with people who are sick
- Avoid unnecessary travel to affected areas; and
- Avoid large crowds and practice physical distancing (do not shake hands, hug or kiss)

### SELF-ISOLATION, SELF-MONITORING and SELF SCREENING

[Self-monitoring](#) is paying attention to your health and your child's health and identifying any symptoms of illness. The Government of Alberta recommends everyone to self-monitor. If you begin displaying symptoms, you should self isolate and contact Alberta Health Link 811 for directions for testing.

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[Self Assessment](#) is required if you think you or your child might have or have been in contact with someone with COVID -19. If you click on this link, you will be able directed directly to the self assessment website to determine if you want to have a test for COVID -19.

[Self-isolation](#) is required if you or your child have been diagnosed for COVID-19, or recently returned from travelling internationally. If you are experiencing cold or flu like symptoms, contact Alberta Health Link 811. You may be told to self-isolate, which means stay at home until you receive the results of your test. You are also asked to continue to monitor yourself for symptoms, avoid all contact with others, and follow local public health authority advice. If you have COVID-19, you must isolate until you have medical confirmation that you are illness-free.

All CVMS staff will be getting a COVID test before school starts to provide a baseline for the up-coming school year at the request of the provincial government. We will also be able to get future COVID tests throughout the fall. We want our school re-entry to be as stress free as possible and this will help our school situation.

Parents, you can also have yourselves and your children tested to provide a baseline for their health prior to entering school. Let us know if you have your children tested and then we can provide information should future tracing be necessary.

NOTE: We do not regularly hand out health advice, but many doctors are consistently advising the use of **50 ml zinc and liquid vitamin D3** as an immunity booster. During flu season, we have all known about Vitamin C, Echinacea etc. to help us, but now more than ever we must help to give our bodies the strength to fight off, whatever, may come along. Ask your family doctor more about this the next time you see them!!!!

## IF A STUDENT IS SICK

If a student is experiencing cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath or difficulty breathing), they must not attend school. Parents/caregivers should contact Alberta Health Link 811 for direction.

If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the health authority.

## IF A STUDENT BECOMES SICK AT SCHOOL

CVMS has an isolation space for anyone who develops COVID-19 symptoms that cannot leave the facility immediately. If a student or staff member is showing symptoms, they will be isolated in this space along with their mask until they can be picked up. Students will be supervised in this area. After the student/staff member has been picked up, the space will be thoroughly cleaned and sanitized.

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## IF A STUDENT OR STAFF MEMBER TESTS POSITIVE FOR COVID-19

Alberta Health Services will provide specific direction to the school as well as directly to those affected should there be a positive test of a student or staff at CVMS.

## CURRICULUM, INSTRUCTION, AND ASSESSMENT K-12

Teachers will plan and provide engaging learning opportunities for all learning outcomes within all subject areas. Students will be responsible for demonstrating understanding in all outcomes of the curriculum.

All teachers will implement an online platform (such as Microsoft One Note) to communicate with students/families to support in-class lessons if we get to scenario three at the request of Alberta Education.

## SCHOOL OPERATIONS PreK-6

Safe and orderly environments have always been a primary consideration for operational plans. CVMS will follow the guidelines and recommendations of the Chief Medical Health Officer to reduce the risk of infection and contain any potential spread of COVID-19. With support from Alberta Education and Alberta Independent Schools Association, we have developed additional safety and emergency plans specific to COVID-19 appropriate for the school community (staff, students, parents), the facility, and its playground/outdoor spaces.

**SCHOOL SUPPLIES**-This year we are asking that parents not go out and purchase school supplies for their child. We are trying to minimize items from home coming into the school. We ask you to send \$20.00 in to school and all school supplies will be given to your child when needed throughout the year.

## STUDENT GROUPING

As much as possible, student groups will remain consistent in our school to limit the number of student interactions during the school day. This will also assist public health officials in their efforts to trace contacts and contain an outbreak.

## ARRIVAL AND DEPARTURE TO SCHOOL

Picking up and dropping off students outside of the building is encouraged unless there is a specific need for the parent or caregiver to enter the school. Parents will bring children to the door; their temperature will be

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taken, and parents will fill in the laminated health questionnaire. The child's temperature will be recorded on the sheet. If children's temperature records "green" the child will come into the building. Any other recordings, the child will be sent home. We advise parents to assess temperatures before coming to school so that extra trips are not made.

If parents or guardians must enter the school during arrival and departure times, they will be required to fill out a health questionnaire for themselves, sanitize and wear a mask before entering the building. The form can be filled out at the door. This form will note their entry and exit time and confirm they are in good health. These forms will be used if a contact tracing investigation is necessary. In the school, parents and caregivers should maintain physical distance from staff and other students and should practice diligent hand hygiene.

For families dropping off students at the before and after school care program, they should confirm pick up and drop off requirements with the program.

- Preschool children will enter the door, physical distancing at their classroom door and the elementary children will use their classroom door physical distancing as well.

## ENTERING AND EXITING THE BUILDING

- Appropriate door signage to ensure those entering the school have done a self-health check.

## STUDENT AND STAFF MOVEMENT THROUGH THE SCHOOL

- Visual instructions for proper hand washing will be displayed by every sink.
- Social distancing decals will be placed where necessary.

## STUDENT ACCESS TO WATER

- Students are asked to bring a reusable water bottle filled from home to school every day. They will be able to refill it if necessary during the day. This water bottle is for personal use and must not be shared with others.

## WASHROOM PROTOCOLS

- Students will use the one person washrooms with one child at the sink at a time.
- Increased cleaning and sanitization will occur in all washrooms.
- Visual instructions for proper hand washing will be displayed by every sink.



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- One extra portable sink will now be available in each classroom for handwashing. We are asking children to handwash at least 3 times during a morning, once before eating snack or lunch and 3 times in the afternoon. Children will also wash their hands before leaving school at the end of the day.

## RECESS BREAKS

- We have developed plans to promote student groups staying together and physical distancing during non-instructional time. This may include staggered outdoor spaces for groups of students.

## STUDENT REGISTRATION

Student registrations will be accepted in person, online, or by phone. If a family requires a meeting or a face to face conversation, they should contact their school to set up a meeting.

## VISITORS

Parents/caregivers must contact us to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary. The exception is for parents of preschool students that will be in the school to support their child during the staggered start.

Until further notice, there will be no external presentations/guest speakers allowed in schools.

- If gatherings (meetings) occur, they will access large open spaces to allow for appropriate physical distancing.

**Speech and Language Therapy program:** We will continue to have this program available as it is important for the development of our children. Ms. Lisa will do an online screening of all our new and continuing children ages 3,4 and 5. In September she will come in once only with a mask and a shield on her face, to do an in-person assessment only for those she feels will need qualification for our Alberta Education therapy program. The weekly therapy program will only be able to be conducted in an online program this year. She will schedule this with parents after the in-person assessment is completed. She was very happy with success of the online therapy program completed last year and is confident that it will be just as successful this year.

## CLASSROOM CONSIDERATIONS

In the Government of Alberta [School Reentry guide](#) schools are not required to meet a specific physical distance between individuals. With students – especially young children – maintaining physical distance is challenging. Our focus will be on limiting physical contact between students. Measures will include:

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## CLASSROOM SETUP

- Two chairs will be placed at the ends of each table.
- A plexiglass shield is placed at the center of each table.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected are removed.
- Each classroom will determine the nearest hand washing/sanitation station that will have access to soap and hand towels.

## LIMITING SHARED MATERIALS

- All students will be responsible for their own school supplies in their cubbies or pencil cases. Sharing of student personal supplies such as writing instruments, supplies, and food will not be allowed.
- Learning materials that are shared amongst students during classroom lessons will be reduced and sanitized between each use. We have placed a cleaning shelf on wheels in each classroom. After each use the learning materials will be placed on the cleaning shelf and will be wheeled into the kitchen for disinfecting. They will air dry for half an hour and then be wheeled back to the classroom to be placed on the classroom shelves. Items that cannot be easily cleaned and disinfected will not be used. No stuffed toys or porous items will be permitted to come to school from home in backpacks.
- Computers used in the school that are shared by students will be thoroughly cleaned between each use, and where possible the computers will be grouped to reduce the number of students using each machine.

## ACTIVITIES AND INTERACTIONS

- Children will enter their classroom first thing in the morning. We are considering our classrooms the SAFE ZONE and all protocols within the classrooms are meant to keep our children and staff either healthy, asymptomatic or symptomatic for illness as safe as possible.
- They will wash their hands before touching any thing in the classroom at any of the two hand washing stations located in each classroom.
- They will find the basket with the prewashed hand made face masks located in each room to wear during the day. This is theirs to keep for the day and will be washed each day and air dried. **Our school**

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has had these made especially for use and Alberta Education is sending us masks, face shields and hand sanitizer for mandatory use in our space.

- Staff members will be encouraging students to limit physical contact, wear their masks and will be modeling new ways to interact using games that include basic principles such as ‘two-arm lengths apart’ and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as air-fives and waves.
- Classroom activities will be planned that avoid physical contact or the close gathering of students, avoiding activities that require clustering around an item or small area.
- Classes will be able to take trips of walking or biking can be used for going to and from a destination. At the destination, students and staff members must be able to maintain appropriate physical distancing, limited physical contact, and must practice good hygiene.

## ONLINE LEARNING FOR STUDENTS

We are working diligently to develop plans that will offer learning and work environments that are as safe as possible. It is acknowledged that, for various reasons, some families will choose to keep their children at home rather than have them attend face-to-face instruction. These students will have the opportunity to engage in an online learning program. For students that remain at home, specialized therapies, professional assessments, and other services may be provided face-to-face that cannot be provided virtually.

### ONLINE LEARNING (K-9)

- Families currently registered with CVMS who are choosing at home learning or blended (at home and at school) programming will inform us of their choice by August 24th. Communication regarding program details will follow.

Alberta curriculum will be delivered.

- Families are not responsible for providing curriculum learning opportunities but are encouraged to support learning opportunities provided by the teacher or for at home learning, plan a yearly schedule for learning in conjunction with CVMS. A registration form is required.

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## PREKINDERGARTEN AND KINDERGARTEN CLASSROOMS

### FAMILY DAYS (PREKINDERGARTEN)

Family days may be hosted virtually or in person with small groups if they take place in a safe environment that follows the direction of the Chief Medical Health Officer and Alberta classroom re-entry guidelines.

### EXTENDED STAGGERED START

CVMS will begin our staggered start to school re-entry on August 31<sup>st</sup>. This will allow us to have the families visit the classroom, learn about the health and safety protocols that will be in place, and tour the school.

- Inviting small groups of students and families to attend at one time for an orientation of the classroom (open house) on August 31<sup>st</sup>.
- Where possible, have the prekindergarten teacher join the kindergarten class for small periods of time to support student transition. (This might be considered for grade ones with kindergarten teachers as well).
- With staggered start being extended into the week of September 8, these staggered starts will be half days only and will end September 9. Regular classes will begin September 2nd.

### CLASSROOM ENVIRONMENT for Preschool and Kindergarten

Prekindergarten and kindergarten programs look different than other classrooms in the school. These programs are unique in their pedagogical approach and address the specific needs of young children. As such, schools must consider the classroom and learning environment differently. Classroom considerations include:

- Ensuring healthy hygiene behaviours and practices are established through teaching protocols and procedures to students (handwashing, covering coughs and sneezes, avoiding touching the face).
- Supporting students with limiting physical contact (hugs and handshakes etc.) and instead encouraging “air high fives”, waves, winks, saying hello in sign language, giving the peace sign, etc. Remember that young children are by nature physical and social beings.
- Rather than free movement throughout the classroom, we will be limiting movement, doing one on one lessons only, with procedures for students to move from one area of the room to another. Handwashing should occur before entering each play area.
- Utilizing outdoor play spaces as much as possible.

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- Utilizing materials that delineate individual spaces to sit. (i.e. tape on the floor for their learning mat, assigned chairs, etc.)
  - Many materials and games can remain in use if children are instructed to wash their hands before and after use. Instruct children to avoid putting toys/materials in their mouths. Do not use sand tables, water tables, and other sensory areas that are intended for multi-student use.
  - Practicing physical distancing at snack and lunch times. Children will be allowed to participate in food preparation with the use of gloves and hand washing. Food from home must not be shared with other children.
  - Creating cubbies of supplies for each student. Markers, scissors, crayons, playdough, etc. should all be individualized to one student and not shared between children.
  - When possible, increase the distance between mats. Mats used will be made of bamboo and will be given to each child each day as theirs to use with their name tag. Bamboo mats will be immersed in bleach and water solution each day and air dried before returning to the classroom for the next day.
  - Cleaning schedules are set up for each classroom to ensure that surfaces are cleaned regularly.

## DISINFECTION PROTOCOL FOR SCHOOL START-UP

### SUMMARY

To support a safe environment for students, staff, and families, regular disinfection of surfaces that individuals regularly touch will be of high importance. The disinfection of a surface is the process of applying a mixture of water and disinfectant (bleach) (as per manufacturer's recommendation) to surfaces to kill any virus that may be present.

### RATIONALE

- Prevent the transmission of COVID-19 through the disinfection of high touch surfaces throughout our facilities.
- Coordinate tasks so everyone is working together to ensure a safe environment.
- Increase sanitization in areas where there is a higher possibility of transmission.

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## SANITIZATION PROCESS

A mixture of water and disinfectant per manufacturers recommendation is required. The mixture is placed in a pail or spray bottle depending on the method being used. Disinfection is not the action of cleaning a surface. It is the action of coating a surface with a light film of the disinfecting mixture and allowing it to air dry. The dry time allows for the disinfectant to work.

A spray bottle and rag or roll of paper towel must be available in every room of the facility. Disinfecting methods are as follows:

## STAFF RESPONSIBILITIES

### Administration:

Ensure disinfection procedure is followed.

### Teachers and Support Staff:

- Disinfect any technology after use that others may come in contact with:
  - Photocopier
  - kitchen room appliances and surfaces
  - Telephones
- Assisting and supervising any disinfection performed by student within a classroom:
  - Computer keyboards
  - laptops
  - Student workstations
  - learning materials after use
  - Student tables after snacks or lunches
  - student worktables
  - machine washing of masks and or hand towels
  - immersion of bamboo work mats
- Inform SHAUNA when low on disinfectant in the classrooms
- All keyboards and mouse used must be disinfected

Sanitization of touchpoints in schools will take place four times daily:

- Immediately after school begins
- Immediately after recess begins
- Immediately

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after lunch ○ End of day when everyone has left

- Disinfecting coat hooks in hallways and entrances to be completed ○ Doorknobs ○ Light switches ○ Hand sanitizer stations ○ Handrails
- Washrooms ○ Counter/vanity tops ○ Taps ○ Flush valves ○ Soap dispensers ○ Doorknobs ○ Toilet rims ○ Toilet basin tops
- Classrooms ○ Light switches
  - Interior doorknobs ○ Pencil sharpeners ○ Taps, sinks, countertops

Staff are to ensure that all paper products, soap, and hand sanitizer dispensers are always filled by checking them regularly. Spray bottles must be filled when needed. Staff must be sure that the school is well stocked with soap, disinfectant, paper towel, and disposable gloves. Regular inventory must be taken, and supplies ordered in a timely fashion.

## FOOD AND NUTRITION

Proper hand hygiene must be practiced before and after eating.

### FOOD BROUGHT FROM HOME:

- Parents/guardians will be asked to have student food provided in clean containers with their own utensils.
- Students should bring items for lunch that they can open unassisted to limit contact from others, such as reusable containers, juice box wrappers, screw tops.
- Each student will be encouraged to use reusable containers and utensils to limit garbage resulting from their lunch. Zero-waste lunch is preferred.

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- Food must not be shared with other students and should be stored with the student's belongings.
  - Students must not share utensils, dishes, and water bottles or drink containers.

## CLASSROOM MEALS AND SNACKS:

- Students staying at school over the lunch break must eat in their classrooms at their table or in a designated area of the classroom while cleaning goes on in the other areas.
- There will be no microwaves available for student use.
- There must be no common food items (e.g., salt and pepper shakers, ketchup).
- Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.
- Garbage bins should be emptied frequently.

## SAFETY PRECAUTIONS IN SCHOOLS

### HYGIENE

Proper hand hygiene is a key element to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds. Visual instructions for proper hand washing will be displayed beside every sink.

Hand sanitizer will be available in all schools at all entrances and in every classroom but to avoid skin rashes, we will be encouraging more frequent hand washing throughout the day.

There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.



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## MASKS AND EYE PROTECTION

Since some people carrying COVID-19 do not exhibit symptoms, the following additional measures will be implemented to protect other people from spreading the illness.

- Students are encouraged to wear their school masks at school when physical distancing
- Staff members will be provided with a reusable mask and face shield and are encouraged to wear personal protective equipment when physical distancing is not achievable. Staff members will also be wearing their masks.
- Masks and/or face shields must be used when in close contact with a sick student or staff member.

## ADMINISTRATIVE PROCEDURE ON COVID ILLNESS

A draft Administrative Procedure will be developed and will be placed on the school website for feedback during the week of August 31st. Once the feedback has been incorporated, the Administrative Procedure will be posted to the public website by September 9th, 2020.

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## PREPARING FOR FALL 2020: GUIDELINES FOR SUCCESSFUL REOPENING OF SCHOOLS under scenario 2

### INTRODUCTION

In June 2020, the Government of Alberta announced that “Alberta prekindergarten to grade 12 schools will resume in-classroom learning for the upcoming school year.” Additionally, the news release states:

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Further:

*While a return to the classroom in the fall is the scenario being planned for, there will be contingency plans in place in the event that there becomes an elevated transmission risk, and in-class learning cannot resume as planned, either regionally or provincially.*

Return to in-school learning will comply with the [Alberta School Re Entry Plan](#) that outlines detailed safety guidelines and procedures.

Recent events have allowed us to reflect on and learn more about how to meet the needs of our students. This has provided us with an opportunity to strengthen our ability to create learning experiences that inspire all students to reach their potential.

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Please note that staff are expected to be physically present in school buildings, even for the provision of online learning. All students are also required to participate in the learning program regardless of whether the instruction is face-to-face or through online programming.

## STUDENT AND STAFF SAFETY – COVID-19 INFORMATION

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\*\* These will also be applied to any of our children should it be necessary.

## IF A STUDENT IS SICK

If a student is experiencing cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath or difficulty breathing), they must not attend school. Parents/caregivers should contact HealthLine 811 for direction.

If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the health authority.

## IF A STUDENT BECOMES SICK AT SCHOOL

CVMS has an isolation space of the elementary room for anyone with COVID-19 symptoms that cannot leave the facility immediately. If a student or staff member is showing symptoms, they will be isolated in this space along with their mask until they can be picked up. Students will be supervised in this area. After the student/staff member has been picked up, the space will be cleaned and sanitized.

## IF A STUDENT OR STAFF MEMBER TESTS POSITIVE FOR COVID-19

Direction from the Alberta Health Authority will be forthcoming.

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## CURRICULUM, INSTRUCTION, AND ASSESSMENT K-12

Teachers will plan and provide engaging learning opportunities for all outcomes within all subject areas. Students will be responsible for demonstrating understanding in all outcomes of the curriculum.

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As much as possible, student groups will remain consistent in our school to limit the number of student interactions during the school day. This will also assist public health officials in their efforts to trace contacts and contain an outbreak.

## ARRIVAL AND DEPARTURE TO SCHOOL

Picking up and dropping off students outside of the building is encouraged unless there is a need for the parent or caregiver to enter the school. Parents will bring children to the door; their temperature will be taken, and parents will fill in the laminated health questionnaire. The child's temperature will be recorded on the sheet. If children's temperature records **"green"** the child will come into the building. Any other recordings, the child will be sent home. We advise parents to assess temperatures before coming to school so that extra trips are not made.

If parents or guardians must enter the school during arrival and departure times, they will be required to fill out a health questionnaire for themselves, sanitize and wear a mask before entering the building. The form can be filled out at the door. This form will note their entry and exit time and confirm they are in good health. These forms will be used if a contact tracing investigation is necessary. In the school, parents and caregivers should maintain physical distance from staff and other students and should practice diligent hand hygiene.

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For families dropping off students at the before and after school care program, they should confirm pick up and drop off requirements with the program.

- Preschool children will enter the door, physical distancing at their classroom door and the elementary children will use their classroom door physical distancing as well.

## ENTERING AND EXITING THE BUILDING

- Appropriate door signage to ensure those entering the school have done a self-health check.

## STUDENT AND STAFF MOVEMENT THROUGH THE SCHOOL

- Visual instructions for proper hand washing will be displayed by every sink.
- Social distancing decals will be placed where necessary.

## STUDENT ACCESS TO WATER

- Students are asked to bring a reusable water bottle filled from home to school every day. This water bottle is for personal use and must not be shared with others.

## WASHROOM PROTOCOLS

- Students will use the single use washrooms one at a time with one child at the sink at a time.
- Increased cleaning and sanitization will occur in all washrooms.
- Visual instructions for proper hand washing will be displayed by every sink.
- One extra portable sink will now be available in each classroom for handwashing. We are asking children to handwash at least 3 times during a morning, once before eating snack or lunch and 3 times in the afternoon. Children will also wash their hands before leaving school at the end of the day.

## RECESS BREAKS

- We have developed plans to promote student groups staying together and physical distancing during non-instructional time. This may include staggered outdoor spaces for groups of students.

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## STUDENT REGISTRATION

Student registrations will be accepted in person, online, or by phone. If a family requires a meeting or a face to face conversation, they should contact their school to set up a meeting.

## VISITORS

Parents/caregivers are encouraged to contact us to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary. The exception is for parents of preschool students that will be in the school to support their child during the staggered start.

Until further notice, there will be no external presentations/guest speakers allowed in schools.

- If gatherings (meetings) occur, they will access large open spaces to allow for appropriate physical distancing.

**Speech and Language Therapy program:** We will continue to have this program available as it is important for the development of our children. Ms. Lisa will do an online screening of all our new and continuing children ages 3,4 and 5. In September she will come in once only with a mask and a shield on her face, to do an in-person assessment only for those she feels will need qualification for our Alberta Education therapy program. The weekly therapy program will only be able to be conducted in an online program this year. She will schedule this with parents after the in-person assessment is completed. She was very happy with success of the online therapy program completed last year and is confident that it will be just as successful this year.

## CLASSROOM CONSIDERATIONS

In the Government of Alberta [School Reentry guide](#) schools are not required to meet a specific physical distance between individuals. With students – especially young children – maintaining physical distance is challenging. Our focus will be on limiting physical contact between students. Measures will include:

## CLASSROOM SETUP

- Two chairs will be placed at the ends of each table.
- A plexiglass shield is placed at the center of each table.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected are removed.

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- Each classroom will determine the nearest hand washing/sanitation station that will have access to soap and hand towels.

## LIMITING SHARED MATERIALS

- All students will be responsible for their own school supplies in their cubbies or pencil cases. Sharing of student personal supplies such as writing instruments, supplies, and food will not be allowed.
- Learning materials that are shared amongst students during classroom lessons will be reduced and sanitized between each use. We have placed a cleaning shelf in each classroom on wheels. After each use the learning materials will be placed on the cleaning shelf and will be wheeled into the kitchen for disinfecting. They will air dry for half an hour and then be wheeled back to the classroom to be placed on the classroom shelves. Items that cannot be easily cleaned and disinfected will not be used. No stuffed toys or porous items will be permitted to come to school from home in backpacks.
- Computers used in the school that are shared by students will be cleaned between each use, and where possible the computers will be grouped to reduce the number of students using each machine.

## ACTIVITIES AND INTERACTIONS

- Children will enter their classroom first thing in the morning. We are considering our classrooms the SAFE ZONE and all protocols within the classrooms are meant to keep our children and staff either healthy, asymptomatic or symptomatic for illness as safe as possible.
- They will wash their hands before touching any thing in the classroom at any of the two hand washing stations located in each classroom.
- They will find the basket with the prewashed hand made face masks located in each room to wear during the day. This is theirs to keep for the day and will be washed each day and air dried. **Our school has had these made especially for use and Alberta Education is sending us masks, face shields and hand sanitizer for mandatory use in our space.**
- Staff members will be encouraging students to limit physical contact, wear their masks and will be modeling new ways to interact using games that include basic principles such as ‘two-arm lengths apart’ and avoid close greetings like hugs or handshakes. Encourage physically distant greetings such as air-fives and waves.



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- Classroom activities will be planned that avoid physical contact or the close gathering of students, avoiding activities that require clustering around an item or small area.
  - Classes will be able to take trips of walking or biking can be used for going to and from a destination. At the destination, students and staff members must be able to maintain appropriate physical distancing, limited physical contact, and must practice good hygiene.

## **ONLINE LEARNING FOR STUDENTS**

We are working diligently to develop plans that will offer learning and work environments that are as safe as possible. It is acknowledged that, for various reasons, some families will choose to keep their children at home rather than have them attend face-to-face instruction. These students will have the opportunity to engage in an online learning program. For students that remain at home, specialized therapies, professional assessments, and other services may be provided face-to-face that cannot be provided virtually.

### **ONLINE LEARNING (K-9)**

- Families currently registered with CVMS who are choosing at home learning or blended (at home and at school) programming will inform us of their choice by August 24th. Communication regarding program details will follow.

Alberta curriculum will be delivered.

- Families are not responsible for providing curriculum learning opportunities but are encouraged to support learning opportunities provided by the teacher or for at home learning, plan a yearly schedule for learning in conjunction with CVMS. A registration form is required.

## **PREKINDERGARTEN AND KINDERGARTEN CLASSROOMS**

### **FAMILY DAYS (PREKINDERGARTEN)**

Family days may be hosted virtually or in person with small groups if they take place in a safe environment that follows the direction of the Chief Medical Health Officer and Alberta classroom re-entry guidelines.

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## EXTENDED STAGGERED START

CVMS will begin our staggered start to school re-entry on August 31<sup>st</sup>. This will allow us to have the families visit the classroom, learn about the health and safety protocols that will be in place, and tour the school.

- Inviting small groups of students and families to attend at one time for an orientation of the classroom (open house) on August 31<sup>st</sup>.
- Where possible, have the prekindergarten teacher join the kindergarten class for small periods of time to support student transition. (This might be considered for grade ones with kindergarten teachers as well).
- With staggered start being extended into the week of September 8, these staggered starts will be half days only and will end September 9. Regular classes will begin September 2nd.

## CLASSROOM ENVIRONMENT for Preschool and Kindergarten

Prekindergarten and kindergarten programs look different than other classrooms in the school. These programs are unique in their pedagogical approach and address the specific needs of young children. As such, schools must consider the classroom and learning environment differently. Classroom considerations include:

- Ensuring healthy hygiene behaviours and practices are established through teaching protocols and procedures to students (handwashing, covering coughs and sneezes, avoiding touching the face).
- Supporting students with limiting physical contact (hugs and handshakes etc.) and instead encouraging “air high fives”, waves, winks, saying hello in sign language, giving the peace sign, etc. Remember that young children are by nature physical and social beings.
- Rather than free movement throughout the classroom, we will be limiting movement, doing one on one lessons only, with procedures for students to move from one area of the room to another. Handwashing should occur before entering each play area.
- Utilizing outdoor play spaces as much as possible.
- Utilizing materials that delineate individual spaces to sit. (i.e. tape on the floor for their learning mat, assigned chairs, etc.)
- Many materials and games can remain in use if children are instructed to wash their hands before and after use. Instruct children to avoid putting toys/materials in their mouths. Do not use sand tables, water tables, and other sensory areas that are intended for multi-student use.

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- Practicing physical distancing at snack and lunch times. Children will be allowed to participate in food preparation with the use of gloves and hand washing. Food from home must not be shared with other children.
  - Creating cubbies of supplies for each student. Markers, scissors, crayons, playdough, etc. should all be individualized to one student and not shared between children.
  - When possible, increase the distance between mats. Mats used will be made of bamboo and will be given to each child each day as theirs to use with their name tag. Bamboo mats will be immersed in bleach and water solution each day and air dried before returning to the classroom for the next day.
  - Cleaning schedules are set up for each classroom to ensure that surfaces are cleaned regularly.

## DISINFECTION PROTOCOL FOR SCHOOL

### SUMMARY

To support a safe environment for students, staff, and families, regular disinfection of surfaces that individuals regularly touch will be of high importance. The disinfection of a surface is the process of applying a mixture of water and disinfectant (bleach) (as per manufacturer's recommendation) to surfaces to kill any virus that may be present.

### RATIONALE

- Prevent the transmission of COVID-19 through the disinfection of high touch surfaces throughout our facilities.
- Coordinate tasks so everyone is working together to ensure a safe environment.
- Increase sanitization in areas where there is a higher possibility of transmission.

### SANITIZATION PROCESS

A mixture of water and disinfectant per manufacturers recommendation is required. The mixture is placed in a pail or spray bottle depending on the method being used. Disinfection is not the action of cleaning a surface. It is the action of coating a surface with a light film of the disinfecting mixture and allowing it to air dry. The dry time allows for the disinfectant to work.

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A spray bottle and rag or roll of paper towel must be available in every room of the facility. Disinfecting methods are as follows:

## STAFF RESPONSIBILITIES

### Administration:

Ensure disinfection procedure is followed.

### Teachers and Support Staff:

- Disinfect any technology after use that others may come in contact with:
  - Photocopier
  - kitchen room appliances and surfaces
  - Telephones
- Assisting and supervising any disinfection performed by student within a classroom:
  - Computer keyboards
  - laptops
  - Student workstations
  - learning materials after use
  - Student tables after snacks or lunches
  - student worktables
  - machine washing of masks and or hand towels
  - immersion of bamboo work mats
- Inform SHAUNA when low on disinfectant in the classrooms
- All keyboards and mouse used must be disinfected

Sanitization of touchpoints in schools will take place four times daily:

- Immediately after school begins
  - Immediately after recess begins
  - Immediately after lunch
  - End of day when everyone has left
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- Disinfecting coat hooks in hallways and entrances to be completed
  - Doorknobs
  - Light switches
  - Hand sanitizer stations
  - Handrails

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- Washrooms ○ Counter/vanity tops ○ Taps ○ Flush valves ○ Soap dispensers ○ Doorknobs ○ Toilet rims ○ Toilet basin tops
  - Classrooms ○ Light switches
    - Interior doorknobs ○ Pencil sharpeners ○ Taps, sinks, countertops

Staff are to ensure that all paper products, soap, and hand sanitizer dispensers are always filled by checking them regularly. Spray bottles must be filled when needed. Staff must be sure that the school is well stocked with soap, disinfectant, paper towel, and disposable gloves. Regular inventory must be taken, and supplies ordered in a timely fashion.

## **FOOD AND NUTRITION**

Proper hand hygiene must be practiced before and after eating.

### **FOOD BROUGHT FROM HOME:**

- Parents/guardians will be asked to have student food provided in clean containers with their own utensils.
- Students should bring items for lunch that they can open unassisted to limit contact from others, such as reusable containers, juice box wrappers, screw tops.
- Each student will be encouraged to use reusable containers and utensils to limit garbage resulting from their lunch. Zero-waste lunch is preferred.
- Food must not be shared with other students and should be stored with the student's belongings.
- Students must not share utensils, dishes, and water bottles or drink containers.

### **CLASSROOM MEALS AND SNACKS:**

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- Students staying at school over the lunch break must eat in their classrooms at their table or in a designated area of the classroom while cleaning goes on in the other areas.
  - There will be no microwaves available for student use.
  - There must be no common food items (e.g., salt and pepper shakers, ketchup).
  - Any food contact surfaces, including water fountains/dispensing equipment, must be disinfected with a product safe for food surfaces or immediately rinsed following disinfection.
  - Garbage bins should be emptied frequently.

## **SAFETY PRECAUTIONS IN SCHOOLS**

### **HYGIENE**

Proper hand hygiene is a key element to reducing the spread of illness. Students will be taught and expected to follow proper hand hygiene. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer. Visual instructions for proper hand washing will be displayed beside every sink.

Hand sanitizer will be available in our school at all entrances and in every classroom but to avoid skin rashes we will be encouraging more frequent hand washing throughout the day for children.

There will be numerous prompts to wash hands, such as when first entering the building, entering the classroom, or immediately before and after recess.

### **MASKS AND EYE PROTECTION**

Since some people carrying COVID-19 do not exhibit symptoms, the following additional measures will be implemented to protect other people from spreading the illness.

- Students are encouraged to wear their school masks at school when physical distancing
- Staff members will be provided with a reusable mask and face shield and are encouraged to wear personal protective equipment when physical distancing is not achievable. Staff members will also be wearing their masks.
- Masks and/or face shields must be used when in close contact with a sick student or staff member.

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## ADMINISTRATIVE PROCEDURE ON COVID ILLNESS

A draft Administrative Procedure will be developed and will be placed on the school website for feedback during the week of August 31st. Once the feedback has been incorporated, the Administrative Procedure will be posted to the public website by September 9th, 2020.

## PREPARING FOR FALL 2020: GUIDELINES FOR SUCCESSFUL REOPENING OF SCHOOLS under scenario 3

If our students are asked to participate in an at home educational environment, our educational program for each of our classrooms will look as follows:

### PRESCHOOL

Once a week or every two weeks depending on what parents ask for, our school will put together educational packages for our children. Each package will contain all the materials your children will need to participate in at home learning from a school perspective.

Parents should allow for children to go on outings, get fresh air and have fun during a time when staying at home is the only option. Green spaces, going for hikes, and walking tours, as well as experiencing the outdoors around Cochrane is just as valid an opportunity as staying indoors.

Continuing an expectation of 5 hours a week of learning is appropriate for a preschooler

We will have our TEAMS meetings set up once a week for their teacher to interact with their children and will maintain connections with children should parents want more than this.

**Speech and Language Therapy program:** We will continue to have this program available as it is important for the development of our children. Ms. Lisa will do an online screening of all our new and continuing children ages 3,4 and 5. In September she will come in once only with a mask and a shield on her face, to do an in-person assessment only for those she feels will need qualification for our Alberta Education therapy program.

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The weekly therapy program will only be able to be conducted in an online program this year. She will schedule this with parents after the in-person assessment is completed. She was very happy with success of the online therapy program completed last year and is confident that it will be just as successful this year.

## KINDERGARTEN

Once a week or every two weeks depending on what parents ask for, our school will put together educational packages for our children. Each package will contain all the materials your children will need to participate in at home learning from a school perspective.

Parents should allow for children to go on outings, get fresh air and have fun during a time when staying at home is the only option. Green spaces, going for hikes, and walking tours, as well as experiencing the outdoors around Cochrane is just as valid an opportunity as staying indoors.

We will have our TEAMS meetings set up once a week for their teacher to interact with their children and will maintain connections with children should parents want more than this. We will also have small group meetings with the kids and their teacher for group activities and book readings or group activities for whatever is a topic of learning for that time.

Parents will have a Microsoft One Note space to take pictures of their work and deposit those pictures into a portfolio of their work. Their teacher will also continue to place other activities there that may be needed for the children to work at.

**Speech and Language Therapy program:** We will continue to have this program available as it is important for the development of our children. Ms. Lisa will do an online screening of all our new and continuing children ages 3,4 and 5. In September she will come in once only with a mask and a shield on her face, to do an in-person assessment only for those she feels will need qualification for our Alberta Education therapy program. The weekly therapy program will only be able to be conducted in an online program this year. She will schedule this with parents after the in-person assessment is completed. She was very happy with success of the online therapy program completed last year and is confident that it will be just as successful this year.

Continuing an expectation of 5-7 hours a week of learning is appropriate for a 5 year old.

## ELEMENTARY

Once a week or every two weeks depending on what parents ask for, our school will put together educational packages for our children. Each package will contain all the materials your children will need to participate in at home learning from a school perspective.



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Parents should allow for children to go on outings, get fresh air and have fun during a time when staying at home is the only option. Green spaces, going for hikes, and walking tours, as well as experiencing the outdoors around Cochrane is just as valid an opportunity as staying indoors.

We will have our TEAMS meetings set up once a week for their teacher to interact with their children and will maintain connections with children for group meetings as will be scheduled for. We will also have small group meetings with the kids and their teacher for group activities and book readings or group activities for what ever is a topic of learning for that time. Group lessons will also be given that will relate to the activities sent home in the educational packages. Students will need to be available for these group lessons in order to maintain the rigour of the educational experience.

**Speech and Language Therapy program:** We will continue to have this program available as it is important for the development of our children. Ms. Lisa will do an online screening of all our new and continuing children ages 3,4 and 5. In September she will come in once only with a mask and a shield on her face, to do an in-person assessment only for those she feels will need qualification for our Alberta Education therapy program. The weekly therapy program will only be able to be conducted in an online program this year. She will schedule this with parents after the in-person assessment is completed. She was very happy with success of the online therapy program completed last year and is confident that it will be just as successful this year.

Parents will have a Microsoft One Note space to take pictures of their work and deposit those pictures into a portfolio of their work. Their teacher will also continue to place other activities there that may be needed for the children to work at. The collaboration space will be there to enhance the student collaborations with their peers and will be there as a followup to group lessons from that week like an online secure chat situation.

Continuing an expectation of 7-10 hours a week of learning is appropriate for an elementary child.