

# Crystal Park School

## COVID-19 Re-Entry Plan



**Online:**

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**Principal:** Mrs. C. Kruse

**Vice-Principal:** Mr. B. Hetland

**Vice-Principal:** Mr. J. Hudyma



## CPS Admin Message

Hello families, welcome back to the 2020-2021 school year. The staff of Crystal Park School is so EXCITED to have the children back; we so missed their positive energy as the 2019-2020 school year finished up. There is nothing like hearing their weekend stories, seeing who got haircuts or new glasses, or learning about their adventures!

It is our pleasure to provide families, students, and staff of Crystal Park School information regarding re-entry for the 2020-2021 school year. As it has been shared with all Albertans on July 21, 2020 schools will be operating under Alberta Education's Scenario 1- Near Normal Operations. It will not won't be a surprise to anyone that Crystal Park children are not starting as we typically would but our focus remains on high-quality teaching and learning in environments that keep our children, staff and families as safe as possible.

To keep everyone as safe as we can, we have made several changes to school routines and practices that we will need to adjust. As the situation with COVID-19 continues to evolve, so too will our approaches, protocols, and strategies.

### ***SAFETY IS FIRST & FOREMOST!***

The changes we have made at Crystal Park are based on provincial requirements and direction to mitigate the transmission of COVID-19.

- ✓ Requiring staff & student to conduct health checks prior to coming to school
- ✓ Strict stay-at-home protocols for those who are feeling unwell
- ✓ Enhanced cleaning & disinfecting in schools and on buses
- ✓ Encouraging physical distancing where possible
- ✓ Creating cohorts of students
- ✓ Mandatory masks for students in Grades 4-12 and all school staff; on buses, common areas & in classrooms

We are all very proud to be part of the Crystal Park family and will continue to support and work through the strategies together. We will continue to be consistent with our communication to families to ensure we are delivering an optimal educational experience for the children being as safe as we can during these times. Your continued patience and support are so appreciated.

*Corinne Kruse*  
Principal

*Bjorn Hetland*  
Vice Principal

*James Hudyma*  
Vice Principal



## Overview and Purpose

Implementation of this School Re-Entry Plan is subject to change and direction from the Chief Medical Officer of Health and Alberta Education. It is based on the best available information and conditions related to the COVID-19 pandemic. This plan will evolve and be adjusted as new information becomes available.

## School Re-Entry- Scenario 1 Near Normal Operations

Near normal operations means that a student's experience at school will remain relatively the same as it has been in the past. The things that may be different are physical distancing, use of masks, increased hand hygiene, and entry and exit practices that are more structured. The school year and school day will remain relatively the same.

### Guiding Principles

- The well-being of student and staff is our priority
- Students will experience optimal learning
- The Division will follow all health measures and guidelines established by Alberta Health Services and Alberta Education
- Parents are the primary decision-makers for their child's health and well being
- Staff will engage in professional collaborative learning

At any point during the school year, the province could decide whether schools across Alberta, schools in a region, or individual schools and classrooms need to move from one scenario to another. This decision will always be made by a medical officer of health in collaboration with education officials.

## Supporting Safety and Wellness

### COVID-19 Screening

Before leaving home, staff, students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day prior to entering the school using the screening tool (Appendix A). In some cases, where identified by school or program administrators, active health checks may be necessary.

Anyone that reports symptoms will be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the [COVID-19 Self-Assessment for Albertans](#) to determine if they should be tested.

Anyone with a pre-existing medical condition (e.g. allergies) that has symptoms that could be caused by COVID-19 should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to school. Inform your school of any pre-existing medical conditions.

### Responding to Illness

All students and staff will be required to isolate if they develop symptoms during the school day.

**Students:** If a student develops symptoms while at the school:

- The student will be asked to wear a non-medical mask if they are able to and be isolated in the **designated isolation area** or at least 2 meters away from other students.



- The parent/guardian will be notified to pick up the **student immediately**. In the case of high school students, a phone call will be made to inform their parent/ guardian and to determine if the student can drive themselves home.
- The student's belongings will be brought to the isolation area.

## Cohorting

In the provincial re-entry plan, a cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the size of the classroom and the number of students assigned to the teacher.

- **Cohorts decrease the number of close contacts staff and students will have in the school and will assist public health officials in their efforts to trace contacts and contain a COVID-19 outbreak, should there be one in the school community.**
- PK-6, including ISC classes, will remain in their homeroom cohort throughout the day.
- Grade 7 and 8 classes will remain in their homeroom cohort throughout the day with some teachers transitioning once per day. Options will be offered in homeroom cohorts.
- Teachers are required to record seating plans for the purpose of contact tracing.

## What Schools will look like

### Physical Distancing

Crystal Park School is using the following controls to promote physical distancing when possible:

- Organizing entry and exiting for classes to avoid crowded hallways.
- Controlling hallway movement.
- Posting signs and marking floors.
- Removing and restaging seating in public areas to prevent gathering.

### Masks

Mask use for **grade 4 to 12 students**, and all school staff, is **mandatory including on school buses**, in common areas and in classrooms.

- Masks are not mandatory for K-3 students, *however we are asking K-3 students who are able to wear a mask, to do so.*
- **All students will be provided with two reusable masks from the Province.**

### Parent Drop Off Areas

- A general map is available on the school website.
- Homeroom teachers will share specific plans for their classes with families.
- **Southeast Entrance (Magic Doors) is the public entrance. All other doors will be locked.**

### Visitors and Volunteers Entering the school

**Non-essential school personnel, including parents and volunteers, will not be permitted in the school.**

Visitors, including parents, will only be permitted in the school by appointment. All visitors must self-screen using the attached screening tool (Appendix B) before they enter the school.

- If the individual answers 'YES' to any of the questions, they will not be admitted into the school.



- If the individual answers 'No' to all the questions, the individual must put on their mask before entering the school and must sanitize hands upon entering the school.
- All visitors to the school must sign in.

### *Picking a student up during the day*

- Whenever possible, please follow appointment-only policy for entering the school. We appreciate there are emergent circumstances where a parent must enter the building without an appointment.
- PK to Grade 4:
  - Call to have your child sent to reception.
  - Parent/Guardian will follow Visitors and Volunteers Entering the School policy.
  - Parent/Guardian will sign out their child or children.
- Grade 5 to 8:
  - Call to have your child sent to reception.
  - Parent/Guardian will follow Visitors and Volunteers Entering the School policy.
  - Parent/Guardian will sign out their child or children.

If you do not want to enter the building, you call to have your child or children sent to your vehicle. You must call reception when your child arrives at your vehicle.

### Lockers

- At this time, students will not use lockers in grades 7-8. Locker use will be introduced when other routines have been practiced.
- PK to Grade 6 teachers will communicate their plan for supply storage in the first week of school.

### Food Policy

- Individuals are not permitted to share food.
- Microwaves will not be available to students.

### Washroom

Each class/cohort will have an assigned washroom to use.

- Occupancy of each washroom will be limited to maintain a physical distance of 2 meters from one another. Signage will be posted outside each door. Students will follow "handwashing" protocols before exiting the washroom.

### Water Fountains

At this time water fountains will be closed.

- Crystal Park School does have two water bottle filling stations.
- Several classrooms have sinks that can be used to fill water bottles.
- Fill stations and sinks will be cleaned and disinfected several times throughout the day.



## Canteen (Expect further communication – Welcome Citrus Catering to Crystal Park School)

Canteen will not be available for the first two weeks of the school year. Canteen will re-open on Sept. 14<sup>th</sup>.

- **All orders must be pre-ordered online by 8:30am.**
- Students may not use the canteen for walk up purchases at any time throughout the year.

## Common Areas

Crystal Park School has five common areas: Reception, Library, Hallways, Canteen/Courtyard, and the Pond Area.

- Reception – Follow the floor decals.
- Library – The Library will be closed to students until further notice.
- Hallways – Passage along hallways will be two-way in the core of the school and markings will be placed to remind students. Pylons will also be used to direct hallway traffic flow.
- Canteen/Courtyard – Used only to pickup food orders. Follow the floor decals.
- Pond Area – Limited seating. Follow social distancing measures.

## School Council Meetings

Our first meeting is our Annual General Meeting and will be in-person. The meeting begins at 7pm. Please enter through the Magic Doors. Subsequent meeting platform (in-person or online) will be determined at the AGM.



## Appendix

### Appendix A: COVID-19 Screening Questionnaire

#### COVID-19 INFORMATION

PARENTS/GUARDIANS/STUDENTS/STAFF/VISITORS/VOLUNTEERS/SERVICE PROVIDERS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THEY SHOULD ENTER THE SCHOOL

#### Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days <u>and who is ill**?</u>	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected*</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment (PPE).

\*\* "ill" means someone with COVID-19 symptoms on the list above"

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.