

# Grande Prairie Composite High School Re-entry Plan 2020-2021 School Year

Revised: September 4, 2020

For more information

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*All school specific processes have been identified in orange text boxes throughout this re-entry document.*

## Superintendent's Message

It is my pleasure to provide parents, students, staff, and other stakeholders of the Grande Prairie Public School Division information about school re-entry for the 2020-2021 school year. As announced by the Minister of Education on July 21, 2020, we will be operating under Alberta Education's **Scenario 1 – Near Normal Operations**. School will not be starting as it typically does this year, but we are excited to be planning for operations to be *near normal*. This plan describes what you can expect to experience in our schools and follows all direction provided Alberta Education and the Chief Medical Officer of Health.

The Grande Prairie Public School Division values the partnerships we have with parents. This year will be no different and it is more important now, more than ever, that our families and schools work together to support our students and to model healthy practices. The current pandemic makes our work more complex, but this work remains as important as it has ever been. As you read this plan, you will learn more about what to expect at school, as well as more about what options are available for your child's education this year. A supplementary document about what you can expect if you would like your child to learn from home is also attached.

Parents, staff and students were surveyed in June and most respondents indicated they wanted to see an in-person return to school. Stakeholders identified two priorities that remain our focus: The health and safety of all our students and staff and quality education.

The risks associated with the COVID-19 virus cannot be eliminated completely. By working together to support students and following expert medical advice, we can minimize those risks. Our schools will use a variety of strategies to minimize risk including the mandatory use of masks for students in grades 4-12, recommended mask use in grades K-3, enhanced cleaning practices, an increased focus on individual hygiene, screening and response protocols, structured entry and exit procedures and information signage to support the health of everyone in our school communities.

We are excited to see our students return to our classrooms. While our near normal return will mean a very different experience than years past, we will work together to ensure the success of our students. I am proud of the work our staff does and I look forward to seeing our students grow and succeed this year.

Alexander (Sandy) McDonald  
Superintendent of Schools

## 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. The purpose of this document is to provide guidance to support successful re-entry for the 2020-2021 school year. The complexities of individual schools means that it is difficult to develop a resource that is definitive and able to attend to details that are specific to sites and situations. The intent of the document is to provide an outline for how the jurisdiction will support re-entry and assumes the use of reasonable judgement by staff and the larger school community. Questions about details that are specific to school practices and individual students should be directed to the administration of your school.

## 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 particular 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.

## Guiding Resources

[Alberta Education K-12 School Re-entry](#)

[COVID-19 info for Albertans](#)

[Guidance for Libraries](#)

[AHS' Guidelines for Environmental Cleaning of Public Facilities.](#)

[Alberta Health Mask Guidance](#)

## Supporting Safety and Wellness

### Preparing Staff and Students' Return to School

Training and education materials have been developed to support staff and students. Staff will have an opportunity to learn about COVID-19 symptoms, prevention, hygiene, physical distancing, mask use and other protective measures. Students will have multiple opportunities to learn about and practice these same expectations.

## Supporting Mental Health and Wellbeing

Learning from our community about their experiences since March will help us support students, families, and staff. In late August, the Division will be sending out a survey to students, families, and staff to understand the impact that COVID-19 has had and support planning for everyone's well-being. [Positive Mental Health](#) (Appendix A) resources are available to families, students, and staff on our Division webpage under "School Re-Entry".

Parents are encouraged to prepare their students for a return to school by discussing the following:

- Physical distancing
- Use of Masks
- Hand Hygiene

## 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 B). 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 or work. Inform your school or supervisor of any pre-existing medical conditions.

## Responding to Illness *(updated 08-22-2020)*

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 should be brought to the isolation area and the staff member should immediately wash their hands.

Staff: If a staff member develops symptoms while at school:

- Staff must immediately isolate and notify their supervisor or administrator.
- Record an absence and follow the recommendations provided by Alberta Health.
- All employees showing symptoms of COVID-19 must complete the [COVID-19 Self-Assessment for Albertans](#) and get tested for COVID-19, if indicated.

Staff, parents and students should familiarize themselves with Appendix F "Management of Individuals who are tested for COVID-19".

## Cohorting (updated 08-22-2020)

A cohort is defined as a group of students and staff who remain together and who are not always able to maintain 2 metres physical distancing.

- Contact tracing is effective when groups (cohorts) are maintained. Where possible students will be cohorted by class or grade level.
- Cohorting will decrease the number of close contacts of a case of COVID-19 and assist public health officials in their efforts in contact tracing and containing an outbreak.
- Where cohorting is not achievable, there will be an increased focus on other measures such as physical distancing, hand hygiene, respiratory etiquette, and the use of non-medical masks.
- Assigned seating plans will be required in every class and recorded in PowerTeacher. Teachers will maintain records of historical seating plans.
- Whenever possible, staff will move to different areas and cohorts of students will remain in their locations. Staff who interact with more than one group of students without distancing, are part of multiple cohorts.
- Schools whenever possible will limit the total potential number of cohort groups (e.g. limit school-based extracurricular activities and clubs).

## What Schools will look like

At the Grande Prairie Composite High School:

- We will have grade level staggered entry days with only one grade attending on each of the first four days. This approach will allow staff to work with smaller groups on their first in-person day to support each student's transition back to school and to help build an understanding of the changes within the school.
- The first week of school will include:
  - Tuesday, September 1<sup>st</sup> : Grade 9
  - Wednesday, September 2<sup>nd</sup> : Grade 10
  - Thursday, September 3<sup>rd</sup> : Grade 11
  - Friday, September 4<sup>th</sup> : Grade 12
  - Regular classes for all grades will begin, September 8<sup>th</sup>
- Administration will be conducting virtual school assemblies to welcome students back and prepare them for the new realities of the school year.
- At this time, students will not use lockers, however we will review on September 30<sup>th</sup>
- Students will always need to keep all personal supplies with them.

## Cleaning and Disinfecting Procedures

GPPSD has implemented enhanced daily cleaning and disinfection of high-touch surfaces by custodial staff in all its schools. A summary of identified high touch areas and the cleaning schedule can be viewed in the GPPSD Environmental Cleaning Guide Overview (Appendix C). All items listed will be cleaned and disinfected by custodial staff as per [AHS' Guidelines for Environmental Cleaning of Public Facilities](#).

In addition to the enhanced cleaning that will be done by our custodial staff, there will be other circumstances where staff may also be required to clean and disinfect areas or items for themselves. Staff may also choose to clean and sanitize their own work environment more frequently.

A Classroom / Workspace Set Up Checklist has been implemented to support enhanced daily cleaning.

## Signage

Signs will be posted reminding persons not to enter if they have COVID-19 symptoms and to reinforce physical distancing, hand hygiene, use of masks, and respiratory etiquette.

## Personal Protective Equipment (PPE)

PPE will be available at each site including non-medical masks, hand sanitizer, gloves, plexiglass barriers for general office areas, sanitizing materials, face shields, spray bottles, etc. PPE that is identified through a site hazard assessment will be provided by the Division.

## Physical Distancing *(updated 08-22-2020)*

Physical distancing is a public health control measure to help prevent the spread of COVID-19 and should still be the goal even within a cohort.

### At the Grande Prairie Composite High School

- All staff, students and visitors will be required to wear masks in all areas inside the school, except while eating in the designated eating spaces.
- Hallway movement will be one-way where possible. Where a hallway is not one-way please stay to the right.
- Signs will be posted to remind of occupancy limits along with arrows to control direction of foot traffic.
- Removing and restaging seating in public areas to prevent gathering.
- Bathrooms will be limited in capacity depending on size with limits posted.
- Entrances/Exits will be increased from one to six to allow for students to take the most direct route to their classes to limit possible contact with other students.
- All doors will be opened at 7:30am and all doors except for the main door will be locked at 8:30am. If you are late you will be required to use the main entrance
- Bus pickup will be changed to utilize 104 street and Willie DeWitt Drive to reduce the gathering of students in one area.
- We ask students to wait in vehicles until 15 mins prior to the start of classes, if you arrive early.

In situations where physical distancing is not possible, extra emphasis on other measures such as hand hygiene, respiratory etiquette, use of non-medical face masks, not participating when sick and cleaning and disinfecting on a regular basis before and after activities, and maintaining attendance information will be implemented.

## Non-Medical Mask Use *(updated 08-31-2020)*

Order (33-2020) from the Chief Medical Officer of Health came into effect August 31, 2020 throughout the Province of Alberta.

**Grades 4 through grade 12 students and all staff members** must wear a non-medical face mask that covers their mouth and nose while attending an indoor location within the school unless the student or staff member:

- is seated at a desk or table within a classroom where the desks, tables and chairs are arranged in a manner to prevent persons who are seated from facing each other and to allow the greatest possible distance between seated persons (may be less than 2m);
- is consuming food or drink in a designated area;
- is engaged in physical exercise;
- is separated from every other person by a physical barrier;

- is unable to wear a non-medical face mask due to a medical concern or limitation and has worked with school administration for an exemption.

**ECS through grade 12 students** in our division, are required to wear a mask when they ride the school bus.

**Staff members** in a designated area at the front of the class with at least two meters of physical distance from the closest student or those providing care or assistance where a non-medical face mask would hinder that caregiving or assistance do not have to wear a mask. The teacher/staff member will explain to students why this practice is safe while modeling/reinforcing behaviors.

**Visitors** in our division are always required to wear masks.

**Everyone** must sanitize hands when they put on or remove a face mask. Students will be taught how to properly put on and remove a reusable mask. Reusable masks that are not damp or dirty that will be re-worn prior to washing should be stored in a clean, breathable bag or container.

**Exemptions** to the mask requirement for all staff and students in grades 4-12, in all school settings, is outlined in GPPSD Non-Medical Face Mask Protocol.

All students and staff members will be provided with two reusable masks.

## Drop off and Pick up

Schools will develop site procedures for drop-off/pick-up that support physical distancing

### At the Grande Prairie Composite High School

- All students must use the COVID-19 screening questionnaire daily to decide if you are able to attend school.
- Entrances/Exits will be increased from one to six to allow for students to take the most direct route to their classes to limit possible contact with other students.
- All doors will be opened at 7:30am and all doors except for the main door will be locked at 8:30am. If you are late you will be required to use the main entrance
- Bus pickup will be changed to utilize 104 street and Willie DeWitt Drive to reduce the gathering of students in one area. We ask students to respect physical distancing.
- We ask students to wait in vehicles until 15 mins prior to the start of classes if you arrive early.
- Parents will now be able to pick-up/drop-off utilizing 104 street and Willie DeWitt to reduce the gathering of students in one area. We ask students to respect physical distancing.
- We are an open campus and students will be permitted and encouraged to leave the building during the lunch break.
- All entry points will be unlocked at 11:30 am and locked again at 12:30pm except for the main entrance.
- Should students leave the building during lunch break, it will be necessary for them to respect city by-laws as well as local business expectations.
- Students will need to adhere to the sanitization protocols upon returning to school.
- Students who are experiencing any COVID-19 symptoms will not be permitted to enter the school.
- All visitors and deliveries will be required to enter the front door.
- Students will be required to leave the school once they have completed their classes for the day.
- Students are expected to be at school only when they have an assigned class.
- Students with an assigned spare/study block will be asked to go to the Library

## Transportation

- Only registered students will be allowed on buses.
- It is mandatory for students to scan their bus pass when they enter and exit the bus.
- Students may not use the bus if they have symptoms of COVID-19.
- The driver and all students are required to wear masks on the bus.
- Students on direct routes will be assigned seats and a record of this seating plan should be kept to assist with contact tracing. Students who live in the same household should be seated together.
- Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices, and GPS.
- Students should avoid car-pooling when possible, and wear masks when car-pooling with people outside of their family.
- If parents, who have applied for bussing, have decided they will now be transporting their own children they need to contact the Transportation Coordinator (780-539-7419).

## Visitors, Volunteers and Service providers Entering the school *(updated 08-22-2020)*

Non-essential school personnel, including parents and volunteers, will only be permitted in the school by appointment.

### At the Grande Prairie Composite High School

- All visitors, volunteers and service providers or deliveries will be required to enter using the front door on Willie Dewitt Drive.
- Any visitors, volunteers and service providers that wishes to visit the school, meet with administration, or with Student Services must make an appointment prior to the visit. No visitation will be granted without a scheduled appointment.
- Parents are encouraged to pay any school fees online or over the phone.

All visitors and service providers, including delivery drivers and independent contractors:

- must self-screen using the attached screening tool (Appendix B) before they enter the school
- are required to wear a non-medical face mask.
- are required to follow the school policies and practice strict physical distancing and hand hygiene.
- limit movement within the school and track for contact tracing purposes.

A record of all visitors, volunteers and service providers must be kept using the Division Sign-In Form.

## Shared Spaces (Auxiliary spaces)

- Gymnasiums will be used to deliver physical education programming if they are not needed to deliver other education programs. At this time, after hours community access to our sites is restricted.
- Protocols will be established for students and staff to access library materials and resources.

#### At the Grande Prairie Composite High School

- There will be no common area use during class time. Students will pay attention to all signs posted for traffic movement and will maintain physical distancing.
- Requires students to walk straight through some areas so they do not crowd together in groups. There is no hanging out in common areas.
- All staff, students and visitors will be required to wear masks in all areas inside the school, except while eating in designated spaces.
- The Library/ Learning Commons will be used as an instructional space for any students with an assigned space. There will be assigned seating within the Library and other students will not be permitted to access at this time.
- The weight room will be utilized as an instructional space during instructional time. Sanitizing equipment before and after each use will be expected.
- Courtyards and outdoor spaces will be available and monitored for gatherings that violate protocol.

#### Shared Use of Materials

Use of shared items is to be avoided where possible. Items that must be shared must be cleaned and disinfected before and after each use.

- Books or print material must be taken out of circulation for 72 hours.

#### At the Grande Prairie Composite High School

- At this time, students will not use lockers and we will be reviewing on September 30<sup>th</sup>
- Students will always need to keep all personal supplies with them.
- The use of shared materials is to be avoided where possible. If materials are used, they must be sanitized after each use.
- Textbooks will be assigned to individual students and sanitized before and after each use. Textbooks are not to be shared.
- The Library will be used as an instructional space for students with spares and students will not be permitted to access books or other resources from this location.
- There is a cleaning checklist document that has been created to track areas of cleaning.
- Library books - Books requested, The Library tech will find the book on the shelf and sign out to student, then allow items to sit for 72 hours before students come to collect their library materials from a table in the library entrance

#### Food Services

- Individuals are not permitted to share food.
- Food provided by the family should be stored with the student's belongings.
- All students must wash their hands before and after eating.
- Microwaves will not be available to students at this time.
- There should be no common food items (e.g., salt and pepper shakers, ketchup).
- If a school is using a common lunchroom all surfaces of the tables and chairs (including the underneath edge of the chair seat) must be cleaned and disinfected after each use.

Nutrition Programs, Cafeterias & Canteens will continue to provide service:

- Following the [Alberta Health Restaurant Guidance](#).

At the Grande Prairie Composite High School:

- Cafeteria will begin on September 8<sup>th</sup> utilizing a modified menu.
- Students are encouraged to eat outside if possible following social distancing protocols.
- Students will be assigned specific locations to eat utilizing classroom, cafeteria, gymnasiums, hallways, and courtyards.
- Students are encouraged to leave for lunch if possible and reminded to continue to adhere to all safety protocols.
- If students leave during the lunch break, we ask them to re-enter the school approximately 10 minutes prior to class. Students or staff will be expected to sanitize their hands and wear masks upon any re-entry into the school.
- School will not be able to support any food being brought into the school through a food delivery service (such as Skip the Dishes) along with no vending machine in the school.
- The cafeteria will be open, but service will be modified to limiting the number of students at one time (five) Our food service will consist of pre-packaged and prepared items that are approved and in line with the Alberta Health Services Guidelines.
- Cash will not be accepted we will be using debit cards or credit cards. You will also have the opportunity to pre-purchase food cards for twenty dollars that can also be used.

## Fire and Emergencies

All emergency procedures will be maintained.

At the Grande Prairie Composite High School:

- Drills will be completed by alternating rooms to be evacuated to help maintain physical distancing during the drill.
- Any other modifications will be under the guidance of the Health and Safety officer.

## Teaching and Learning

### Requests for Learning from Home

With the return to in-person classes some families may request to continue learning from home. Families have the opportunity to choose learning from home. Opportunities to return to in-person classes will occur at semester 2. The school will need to be notified a minimum of 30 days prior to the end of the reporting period if a student wishes to return to in-person classes.

- Programs of choice will not be offered through Learning from Home.
- The learning from home classroom will be a combined class of students from across the Division and may be multi-graded.
- Students will be required to attend scheduled on-line sessions.
- Families are responsible for providing the required technology and infrastructure at home including a reliable Wi-Fi connection.

- Some tests and assessments may require in-person attendance.

At the Grande Prairie Composite High School:

- At the start of each semester students will be provided the opportunity to transition to or from in class learning by September 14<sup>th</sup> for semester one.
- You will also be able to make any changes at the end of the first semester.

## Student Learning

- Teachers will plan activities that reduce the use of shared surfaces or objects and that increase opportunities to physically distance.
- Diploma Exams are scheduled for 2020/2021.
- Provincial Achievement Tests in grade 9 will be administered in Language Arts, Mathematics and French Language Arts.

## Inclusive Education

### *Active Health Checks (updated 08-22-2020)*

- All students attending Innovative Support Classrooms (ISC), Pre-Kindergarten (PUF) programming and any students who require proximity (less than 2m) to support their programming will be required daily to have an active health check (includes temperature taken).
- Students in above mentioned programs may also be required to provide a COVID-19 negative test prior to starting school as indicated earlier in the “Screening” section.

### *Use of Non-Medical Masks*

- The provincial recommendation for mandatory mask use for students in grades 4-12 may be reviewed by school administration for individual students who this may pose medical risks or undue hardship for (sensory issues, respiratory concerns, etc.) This review may determine a student is exempt from this requirement.
- The use of masks may be considered as a programming goal contained within the IPP, should this be deemed as appropriate for the student.
- Parents should prepare students prior to re-entry that staff that will be wearing face masks.

## General Safety

- All safety protocols pertaining to shared equipment, specialized equipment and mobility devices that move between environments (home and school) will have additional cleaning protocols.
- Staff should be familiar with and adhere to the Site Hazard assessments for required specialized programming supports.

### *Individual Program Planning (IPP)*

- IPP’s are developed collaboratively with parents. Assessment on goals that were unable to be assessed due to learning at home scenario would be prioritized for assessment and to determine if they are still applicable.
- IPP’s may require a focus on COVID-19 safety measures to begin the year; such as: Hand hygiene, respiratory etiquette, use of masks, replacement behaviours for those which do not meet social distancing requirements (hugs/handshakes/high fives/fist bumps, etc.)
- IPP’s may be required to have a beginning focus on new school routines and relearning school behaviours after

such a long break.

### Parent Communication

- Regular communication with parents about current safety protocols which have resulted in a change in practice is important to ensure parent understanding. All school practices are aligned with Alberta Health protocols and have been reviewed for hazard assessment. (e.g. changing/feeding protocols)
- If a student's actions or behaviors cause a safety risk to themselves or others, that cannot be mitigated within these protocols, alternative approaches may be necessary.

### Music Programming (updated 08-22-2020)

Band, Choir and Musical Theatre courses will not be offered at this time. In addition, singing will not be permitted at school. Individual schools may consider alternatives such as:

- Lessons focused on music appreciation or music theory.
- Courses that use instruments such as percussion or string instruments.
- Other optional courses.

At the Grande Prairie Composite High School:

- Orchestra and Guitar classes will be offered at this time.

### Physical Education (updated 08-22-2020)

When possible, physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. Follow the [Guidance for Outdoor Recreation](#) as relaunch progresses. Masks will not be worn during physical activity.

At the Grande Prairie Composite High School:

- Delivery of programming outside is most desirable, and activities that support physical distancing are recommended.
- Exemptions to mask requirements for all teachers and staff in school settings and students in grade 4-12 include not wearing masks while engaged in physical exercise.
- Schools will ensure appropriate hygiene practices for removal and storage of masks when students are engaged in physical exercise
- Water bottle filling stations, where available, will be used in the place of water fountains.
- Changerooms are not available and will be locked.
- Students are expected to bring appropriate footwear and weather appropriate clothing as directed by instructor.
- At the end of the activity, students will sanitize any equipment used.

## School Based Activities

### Field Trips

Field trips and activities requiring transportation are postponed at this time. Walking trips can proceed as long as schools are able to ensure that guidelines for physical distancing, eating, equipment sharing, and hand washing can be adhered to.

## School Gatherings

School assemblies or other large gatherings are postponed at this time, virtual options will be offered instead of in person gatherings.

## Work Experience and Registered Apprenticeship Program

Work experience will continue as long as the risk of infection is mitigated for all participants. The time that individuals are in close contact should be kept to a minimum.

If the work experience placement is in a workplace, the student is expected to follow health rules set out by the workplace which should comply with the [Workplace Guidance for Business Owners](#)

Off-Campus Coordinators will complete the “COVID Risk Mitigation Questionnaire” in addition to the regular site inspection.

## Extra-Curricular Club and Sports *(updated 08-22-2020)*

Schools will limit the extra-curricular opportunities to minimize the number of cohorts.

When sport practices proceed it will be in accordance with [sector specific guidance](#).

For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).

At the Grande Prairie Composite High School:

- All extra-curricular including athletics, clubs and intramurals are postponed until September 30.
- Athletic and extra-curricular planning will be reassessed and updated after this date.

## Graduation

At the Grande Prairie Composite High School:

- At this time, the Division has not made a decision about traditional graduation ceremonies for the class of 2021. Schools may begin to plan celebrations for the class of 2021. These plans must include a COVID-19 contingency plan.
- We will be working with families to establish our plans together ensuring that we are able to meet deadlines and accommodate any of the COVID-19 contingencies

## School Council Meetings

School council meetings for 2020-2021 school year should be scheduled as usual. These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial School Re-entry Plan and this Division handbook. Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings.

At the Grande Prairie Composite High School:

- We will be working with parents to host in person, virtual or a hybrid model for school council meetings.
- Our first meeting will be September 24 at 7:00pm in the Library please ensure you have a mask.

## COVID-19 Outbreak – Before, during and after *(new 08-22-2020)*

[Resource Guide for schools before, during, and after a COVID-19 outbreak](#)

### Definitions:

#### **Alert:**

An alert is generally defined as a warning sign that there may be more cases than would normally be expected in a defined community, geographical area or season. A COVID-19 alert in a school setting is defined as one confirmed case of COVID-19 in either a student or staff member in the school setting.

#### **Close Contact:**

In a school setting, close contacts are individuals that:

- Provide direct care for an individual with COVID-19 or who had similar close physical contact with a case. OR
- Had prolonged contact (ex: for more than 15 mins cumulative, and within two meters) with a case. OR
- Had direct contact with infectious body fluids or an individual with COVID-19 (ex: was coughed on or sneezed on).

#### **Outbreak:**

An outbreak is generally defined as “the occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season” (World Health Organization, 2018). A COVID-19 outbreak within a school setting is defined as “two or more confirmed cases (staff and/or student) within a 14 day period (one incubation period) OR two or more confirmed cases (staff/child) that are epidemiologically linked.”

#### **Public Reporting:**

When a school outbreak reaches five confirmed cases in students and/or staff members in the school, the outbreak will be listed on the publicly-available website.

#### **What happens when there is an alert or outbreak?**

Schools are to work collaboratively with Alberta Health Services (AHS) Public Health under the authority of the Zone Medical Officer of Health/designate in order to manage their alert/outbreak status and adhere to any recommendations or orders provided by the Medical Officer of Health/designate. This includes working with Alberta Health Services (AHS) Public Health to provide information required for contact tracing, as outlined in the Alberta Public Health Act.

- Send Alert message / Outbreak letter when instructed by AHS to inform school parents/guardians of one case / an outbreak in the school, what actions are being taken to mitigate the risk of spread and a reminder to monitor for symptoms
- While schools may be required to share student/staff information with AHS Public Health under the Public Health Act, it is important for school staff and administration to protect the privacy of students/staff members. Personal information that may identify individuals who are COVID-19 cases to other members of the school community or to the public cannot be disclosed.
- Public health measures for outbreak management are at the discretion of the Zone Medical Officer of Health (MOH); decisions on the need for alternate instructional delivery plans or school closures will be made by Government in conjunction with local officials.
- AHS Public Health will inform the school administration when the outbreak is declared over.

## Appendix

### Appendix A: Mental Health Resources

COVID-19 is causing uncertainty for families and our communities. Understanding, responding to, and supporting this impact alongside our partner agencies is important.

To support our students, our Division has provided staff learning opportunities to foster an understanding of trauma and the potential impact so they can respond with understanding and informed practice.

There are resources available on our webpage [Positive Mental Health](#).

Additionally, staff will be provided with a supporting document, **Staff Guide to Supporting our Students for School Re-entry**, in the coming weeks.

Parents or guardians who are concerned for their child's well-being can contact these community resources:

#### **Alberta Mental Health Help Line 1-877-303-2642 -**

- Provides 24/7: confidential, anonymous service, information about mental health programs and services, referrals to other agencies if needed

#### **Grande Prairie Addictions and Mental Health:**

**In Person: Aberdeen Centre** - 9 am to 4 pm, Monday to Friday. Aberdeen Centre's address is 9728 - 101 Avenue, Grande Prairie, AB

**By Phone: (587)259-5513** - 7 days a week - 9 am to 7 pm

- Services for the treatment of mental health or substance abuse problems. Tell them if it is urgent (e.g., suicide risk). They can connect you to counselling, treatment, groups, etc.

#### **Alberta Health Services Addictions Help Line 1-866-332-2322**

- For anyone with concerns about alcohol, drug, gambling or tobacco problems.

**Kids Help Phone 1-800-668-6868** (up to age 20), text 686868 or live chat at [www.kidshelpline.ca](http://www.kidshelpline.ca)

**Health Link : 811**

**First Nations and Inuit Hope for Wellness Help Line**

- **Available 24 hours a day, seven days a week; online chat at <https://www.hopeforwellness.ca/>**

**Online Resources** are available if you need advice on handling stressful situations or ways to talk to children.

- [Help in Tough Times](#) (AHS)
- [Mental health and coping with COVID-19](#) (CDC)
- [Talking with children about COVID-19](#) (CDC)
- [COVID-19 information for young kids and students](#) (PDF, 122 KB)

# Screening Questionnaire

## COVID-19 ALBERTA HEALTH DAILY CHECKLIST

**PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL**

The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior entering school daily. If an individual answers YES to any of the questions, they must not be allowed to attend school. Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

### Screening Questions

1.	Does the attendee have any new onset (or worsening) of any of the following	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 attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

\* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

\*\* 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above

## Appendix C: GPPSD Environmental Cleaning Guide Overview

### Cleaning and Disinfecting Procedures

Regular cleaning and disinfecting of objects and high-touch surfaces (surfaces that are touched often by multiple people such as door handles, water fountain buttons, handrails) helps prevent the transmission of viruses.

The GPPSD has implemented enhanced daily cleaning and disinfection of high-touch surfaces in all its schools. All items will be cleaned and disinfected by custodial staff as per [AHS' Guidelines for Environmental Cleaning of Public Facilities](#).

Staff are encouraged to clean their individual workspace more frequently with water and a soft cloth and may choose to increase the disinfecting of their personal workspace. If so, the Cleaning and Disinfecting Procedures must be followed. Some staff may be assigned cleaning as part of their duties. If staff choose to use shared educational materials in their classrooms, it will be their responsibility to ensure items are cleaned before and after use.

### Procedures for Cleaning and Disinfecting

The “wipe twice” method is recommended (2 step process) to clean and disinfect surfaces (i.e. wipe surfaces thoroughly to clean visibly soiled materials then wipe again with a clean cloth saturated with disinfectant to disinfect).

**Cleaning** is defined as removing all visible dirt, grime, and impurities from the surface of an object. Cleaning does not kill germs but helps to remove them from the surface.

**Disinfecting** refers to using chemical to kill germs on surfaces and is most effective after surfaces has been cleaned.

### Approved Disinfectants

Division approved cleaning / disinfecting supplies will be provided. Approved disinfectants include:

- A disinfectant with a Drug Identification Number (DIN) and a viricidal claim (read manufacturers info for contact time).
- An approved Health Canada disinfectant (read manufacturers info for contact time).
- Bleach solution: 1000ppm bleach water solution by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with bleach water solution for 1 minute
  - **Do not use bleach solutions on electronic devices.**
- Alcohol solutions with at least 70% alcohol (1-minute contact time)
  - Spray bottles with alcohol solution (liquid hand-sanitizer) will be available in all classrooms.

### Personal Protective Equipment

Commercial disinfectants require the use of Personal Protective Equipment (PPE) which can include gloves, eye protection, masks, etc. The SDS for any product used must be reviewed prior to use. PPE will be provided to staff who are **required** to conduct disinfecting activities that involve the use of commercial products.

### Classroom / Workspace Set Up Checklist

Refer the Division checklist to determine items that should be removed from space

Appendix D: Management of individuals who are tested for COVID-19 (new 08-22-2020)

Symptoms	COVID-19 Test Result:	Management of Individual:	Management of Individual's Close Contacts*:
Symptomatic	Positive	Isolate for a minimum 10 days or until symptoms resolve, whichever is longer.	Quarantine for 14 days from last exposure
	Negative	Stay home until symptoms resolve. <b>Except:</b> if identified as a close contact of a confirmed case <ul style="list-style-type: none"> <li>Quarantine for 14 days since the last exposure (even with a negative result)</li> </ul>	N/A
Asymptomatic	Positive	Isolate for a minimum of 10 days from the collection date of the swab.	Quarantine for 14 days from last exposure
	Negative	No isolation required. <b>Except:</b> if identified as a close contact of a confirmed case <ul style="list-style-type: none"> <li>Quarantine for 14 days since the last exposure (even with a negative result)</li> </ul>	N/A

\*Close Contacts:

- Provide direct care for an individual with COVID-19 or who had similar close physical contact OR
- Had close prolonged contact OR
- Had direct contact with infectious body fluids of an individual with COVID-19 (i.e., was coughed or sneezed on).

**NOTES:**

- Individuals **WILL NOT** receive written or email documentation of their results. Those who wish to access their results directly should sign up for MyHealth Records.
- There is not a requirement to provide evidence of negative results prior to returning to school.
- AHS Public Health will contact all confirmed cases and their close contacts and provide them clear direction.
- AHS Public Health will notify the school of a positive case.
- Individuals with COVID-19 symptoms are encouraged to be tested using the [AHS Online Self-Assessment tool](#)

## Frequently Asked Questions (updated 08-31-2020)

### Questions from the School Community

#### *Supporting Safety and Wellness*

**Q: How do I know that our schools are safe?**

- Returning to school during the pandemic is not without risk. The Division is committed to following all recommendations made by Alberta Education and the Chief Medical Officer. We have implemented mandatory self-screening for staff, students, and all visitors, enhanced our cleaning and disinfecting protocols, added signage throughout our sites and established new routines and procedures to support physical distancing and hand hygiene.

**Q: Who is responsible for screening?**

- All staff, students, contractors, and visitors must self-screen each day prior to entering a site. Parents are responsible to ensure they are screening their children before riding the bus or entering the school.

**Q: Does someone experiencing COVID-19 symptoms have to stay away from school?**

- Yes, with certain symptoms Albertans are legally required to self-isolate. The person experiencing COVID-19 symptoms should get tested. Please refer to the [Alberta Symptoms & Testing](#) information. Individuals are legally required to isolate for at least 10 days from the start of the symptoms (fever, cough – new or worsening chronic, shortness of breath or difficulty breathing – new or worsening, runny nose, sore throat) or until they resolve, whichever is longer.
- If you tested negative and have no known exposure to the virus, you are not legally required to isolate. However, it is important to stay home until your symptoms resolve so that you do not infect others.

**Q: What about individuals who have pre-existing conditions that resemble COVID-19?**

- 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 or work. Inform your school of any pre-existing medical conditions.

**Q: What happens if a student shows up to school with symptoms?**

- Students with symptoms should not be sent to school. 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 a separate room or at least 2 meters away from other students. The parent/guardian will be notified to come and pick up the student immediately.

**Q: If a student or staff member tests positive for COVID-19, what happens?**

- Individuals are legally required to isolate for a minimum of 10 days if they have tested positive for COVID-19.
- Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

## *What Schools Will Look Like*

### **Q: What are the cleaning and disinfecting expectations for schools?**

- GPPSD has implemented enhanced daily cleaning and disinfection of high-touch surfaces in all its schools. Regular cleaning and disinfecting of objects and high-touch surfaces (surfaces that are touched often by multiple people such as door handles, water fountain buttons, handrails) helps prevent the transmission of viruses.

### **Q: Why were some items removed from classrooms?**

- Based on guidelines from Alberta Education, a classroom checklist was shared with teachers to maximize the amount of distance between desks in the classrooms and to support enhanced cleaning.

### **Q: Is hand sanitizer required?**

- Hand washing and hand sanitizer are both components of hand hygiene. Hand sanitizer will be available in all classrooms and hand sanitizer dispensers will be located at entrances and in some common areas.
- It is recommended that parents send individual hand sanitizer to school with students.

### **Q: Can I drop off and pick up my child(ren) in the school.**

- Access to schools will be limited. Parents will have to drop off and pick up their child(ren) outside of the school.

### **Q: Will materials or supplies be shared?**

- It is recommended that materials and supplies are not shared between individuals. Items on school supply lists will not be shared.
- If a teacher plans an activity with shared items, the teacher will ensure that the items are cleaned and disinfected prior to and after use.
- In certain courses, shared materials will be used (e.g. CTS Building Construction), principals will work with teachers to determine specific cleaning and disinfecting procedures based on health and safety guidelines.

### **Q: What if student desks are not 2 metres apart? *(updated)***

- Where 2 metres is not possible between desks, the greatest possible spacing is recommended.
- There will be some classrooms in the Division with shared desks/tables.
- Whenever possible, students will not be seated facing each other.
- Assigned seating so that exposure is limited to small groups of students.

### **Q: Will the library be open? Will there be classroom libraries?**

- Procedures will be developed to support the continued operation of libraries.
- Teachers may choose to have classroom libraries. Teachers are responsible for the distribution of books/resources and once returned, books will be taken out of circulation for 72 hours.

### **Q: How do I sign my child out during the school day?**

- When you arrive at the school to pick up your child prior to the end of the regular school day, call reception to sign your student out.
- If you require other accommodations, please contact your school.

**Q: Will the existing Before and After School Care Programs be offered?**

- The Division is currently working with partners to continue services. Site specific information will be available from the school or provider in late August.

**Q: Will students be expected to clean their space or shared materials?**

- Schools will consider the age of students when determining when students can support the cleaning of their space and shared materials.
- Students in grades 7-12 will be required to use school supplied materials to clean their individual desk and chair when they are required to change classrooms during the school day.

*Teaching and Learning*

**Q: Will Physical Education (PE) and option classes be offered?**

- Physical education and option classes will be offered. Activities will meet health guidelines; therefore, they may look different than they did in previous years.

**Q: Will Diploma exams and Provincial Achievement Tests be administered?**

Diploma Exams will be administered and PAT Exams for grade 9 will be administered for English Language Arts, Mathematics and French Language Arts.

*School Based Activities*

**Q: Will extra-curricular and athletic activities continue?**

- At this time all athletics and extra-curricular have been postponed until September 30 when a review will be conducted.

**Q: Will extra-curricular activities continue?**

- Schools will limit the extra-curricular opportunities to minimize the number of cohorts.

**Q: Will students get to take field trips?**

- Field trips requiring transportation are postponed at this time.
- Walking trips can proceed as long as schools are able to ensure that guidelines for physical distancing, eating, equipment sharing, and hand washing can be adhered to.

**Q: Will parent teacher interviews or open house events occur?**

- At this time, indoor and outdoor in-person open houses will not occur. Parent teacher interviews prior to Christmas will be scheduled virtually.

## *COVID-19 Before, During, and After an Outbreak (new 08-22-2020)*

### **Q: Does everyone in the class need to be quarantined if there is one symptomatic child/staff/visitor/volunteer?**

- No, everyone in the class does not need to be quarantined. If a child/staff/visitor/volunteer has one of the core symptoms of fever, cough (new cough or worsening chronic cough), shortness of breath or difficulty breathing (new or worsening), runny nose or sore throat, they must stay home and isolate for 10 days. If they have any other symptoms of illness, they should stay home until their symptoms resolve. Any individual with symptoms of COVID-19 should be tested as soon as possible, which can be arranged through the AHS online self-assessment tool. Contacts of someone who IS NOT a case of COVID-19 are not required to isolate or quarantine. Please see Appendix E for isolation and quarantine requirements.

### **Q. Do we need to send the whole class home if the teacher becomes a confirmed case of COVID-19?**

- If a teacher or staff member becomes a confirmed case of COVID-19, Alberta Health Services Public Health will work with the school community to identify close contacts and ensure that they follow the appropriate quarantine restrictions. The specific details of the case will determine who is considered to be a close contact.

### **Q: How many confirmed cases in a single school will result in closure of the school?**

- Any one confirmed case will result in an investigation by Alberta Health Services Public Health. It is likely with a single case that exposure is limited to a single class or group. Closures of specific classes, cohorts or schools may occur dependent on the outcome of an investigation. Public health measures for outbreak management are at the discretion of the Zone Medical Officer of Health (MOH); decisions on the need for alternate instructional delivery plans or school closures will be made by Government in conjunction with local officials.

### **Q: What does the school administration do if a staff member or parent/guardian of a student/child calls the school to say they/the student or child are COVID-19 positive and the school has not been previously notified by AHS?**

- Alberta Health Services (AHS) receives all of the case notifications directly from the lab. If there is confirmed case in a school, the school will be contacted by AHS. It is not necessary to contact AHS to confirm. The appropriate individuals and schools will be notified. Parents and staff with general inquiries can be directed to call Health Link at 811 or can visit the Alberta Health website: <https://www.albertahealthservices.ca/info/Page6410.aspx>

#### **Will non-custodial staff be expected to help sanitize materials and spaces?**

- Custodial staff will be on site for the duration of time that students are in attendance. They will also be assigned for regular custodial hours before and after school.
- In addition to the enhanced cleaning that will be done by our custodial staff, there will be other circumstances where staff may also be required to clean and disinfect areas or items for themselves. Staff may also choose to clean and sanitize their own work environment more frequently.

## Questions from Staff

### *Supporting Safety and Wellness*

#### **Q: What happens if I become ill during the day?**

- Staff should immediately isolate and notify their supervisor or administrator.
- Record an absence and follow the recommendations provided by AHS.
- All employees showing symptoms of COVID-19 must complete the [COVID-19 Self-Assessment for Albertans](#) and get tested for COVID-19, if indicated.

#### **Q: I work at multiple sites in a day, what is expected of me?**

- Itinerant staff members are employees who work in multiple sites throughout the course of their day or week. Itinerant staff members will be provided with a shield and a mask. They will follow the Division and school protocols which includes completing the “GPPSD Itinerant Staff - Location Log Sheet” daily.

#### **Q: Can I refuse to work under the Occupational Health and Safety (OHS) legislation?**

- If a staff member is not satisfied with the health and safety of the work environment, they need to communicate this concern to their principal or supervisor promptly so action can be taken to remedy any hazardous condition in a timely manner. OHS allows workers to refuse to work, or to do particular work at a worksite, if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker’s health and safety or to the health and safety of another worker or another person. More info on the work refusal process can be found in AP 160 Appendix H.

#### **Q: Will PPE (personal protective equipment) be provided by the Division?**

- All students and staff will be provided with two reusable masks from the Province of Alberta.
- Staff will each be provided with a face shield.
- If the Division or School Site Hazard Assessment indicates that PPE is required, it will be provided by the Division.
- If a staff member or student chooses to use PPE that is not required, it will be the responsibility of the individual to provide and purchase PPE.

### *What Schools Will Look Like*

#### **Q: Are there restrictions on class sizes?**

- Regular class sizes will remain while adhering to a maximum of 50 people in one indoor space.

#### **Q: Will non-custodial staff be expected to help sanitize materials and spaces?**

- Custodial staff will be on site for the duration of time that students are in attendance. They will also be assigned for regular custodial hours before and after school.
- In addition to the enhanced cleaning that will be done by our custodial staff, there will be other circumstances where staff may also be required to clean and disinfect areas or items for themselves. Staff may also choose to clean and sanitize their own work environment more frequently.

## *Teaching and Learning*

### **Q: What if students must use shared materials or equipment as part of their course?**

- If a teacher plans an activity with shared items, the teacher must ensure that the items are cleaned and disinfected prior to and after use.
- In certain courses, shared materials will be used (e.g. CTS Building Construction), principals will work with teachers to determine specific cleaning and disinfecting procedures based on Division recommendations.

### **Q: If a student is absent for a prolonged period of time, am I expected to provide learning materials?**

- As in situations where students miss due to illness, teachers are responsible to their students and providing learning materials while they are away is standard practice.

### **Q: Will students be entering my classroom at different points during the year?**

- Families who choose learning from home will have the opportunity to return to in-person classes at scheduled intervals throughout the year.