

In the left column is the area of focus. In the right column, is our plan to address the focus area.

Focus Area--Scenario 1	Please briefly describe your school's approach
<p><b>Physical Distancing, Hand hygiene/sanitation</b></p> <ul style="list-style-type: none"> <li>Area rugs and soft furnishings that cannot be easily cleaned and disinfected <b>should be removed.</b></li> </ul> <p>Schools <b>must</b> develop procedures that outline hand hygiene and cleaning requirements for schools and should address:</p> <ul style="list-style-type: none"> <li>Desk arrangement in classrooms. Students <b>should</b> be arranged so they are not facing each other</li> <li>Shared equipment;</li> <li>Auxiliary spaces and common rooms; and</li> <li>Students and staff are <b>required</b> to perform hand hygiene when entering and exiting the school as well as before entering the classroom.</li> <li>Proper hand hygiene and respiratory etiquette <b>should</b> be promoted.</li> <li>Consideration can be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain.</li> </ul>	<ul style="list-style-type: none"> <li>All soft surfaces have been removed.</li> <li>Students will be in rows (facing forward)</li> <li>Masks will be worn in classrooms only when physical distancing cannot be maintained</li> <li>No shared personal belongings/school supplies</li> <li>Limit shared equipment (manipulatives/chromebooks/textbooks) with regular cleaning before and after use</li> <li>Hand hygiene stations throughout the school (hand pumps- in all classrooms, entry/exit doors as well as common areas)</li> <li>Hygiene and etiquette reinforced by homeroom teacher</li> <li>All students encouraged to have personal water bottles</li> </ul>
<p><b>Cohorting:</b></p> <p>The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained.</p> <ul style="list-style-type: none"> <li><b>It is recommended</b>, where possible, that students be cohorted by class.</li> <li>A cohort is defined as a group of students and staff who remain together.</li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>Teachers/Educational Assistants will cohort by grade level and by homeroom classroom</li> <li>Grade level cohorts during recess/lunch</li> <li>Limit movement (where possible) of students from class to class (exception is Art/Music/PE)</li> </ul>
<p><b>In Person Learning:</b></p> <p><b>What are some strategies to support movement throughout the building?</b></p>	<p><b>Please briefly describe your school's approach</b></p>

- **Consider** how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to.
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and **whether they are allowed to proceed**:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - Can an activity be modified to increase opportunities for physical distancing?
  - What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?
  - To align with physical distancing, field trips and activities requiring group transportation **should be postponed** at this time.
  - Stagger lunch/snack breaks to maintain physical distancing among children/students.
  - Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments **should be postponed** at this time. Consider alternatives such as:
    - Recording or live-streaming individual performers in separate locations;
    - Including more lessons focused on music appreciation or music theory;
    - Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments).

- One way hallway direction- upstairs one way direction toward Learning Commons (exception would be using the washroom/water fountain), downstairs one way direction toward the grade 6 doors)
- Designated entry and exit doors at each entrance
- Staggered entry for Grade level cohorts
  
- Detailed conversations with all staff at the end of August for re-entry procedures and guidelines aligned with Ministry of Health, Education and LRSD
  
- Increased opportunity for place based outdoor learning, with physical distancing.
- Each classroom will have pre-mixed cleaning spray bottles that are safe for students/staff to use for regular cleaning of high- touch surfaces.
- Chromebooks- Technology will be assigned to Home room cohorts.
- Manipulatives- limited sharing of tools- when sharing is needed, cleaning and sanitizing before and after use
- Use of masks, as mandated.
- Music programming limited to hand-instruments that can be cleaned before and after use, use of disposable gloves, student owned musical instruments stored in personal lockers
  
- HR class cohorts will eat in classrooms until further notice (snack/lunch)

<p><b>Expectations for shared use equipment:</b></p> <p><b>PE equipment, art supplies, music, math manipulatives, guided reading books, computers, etc.</b></p> <ul style="list-style-type: none"> <li>• Use of shared items or equipment <b>is to be avoided</b> where possible.</li> <li>• Equipment <b>that must be shared should be cleaned</b> and disinfected after each use.</li> <li>• Arrangements for storage of personal items <b>should</b> be made.</li> <li>• Children/students <b>should</b> be provided with an area for storing personal items (ziploc, cubbies, hooks, lockers).</li> </ul>	<p><b>Please briefly describe your school’s approach</b></p> <ul style="list-style-type: none"> <li>- Washing hands before/after activity</li> <li>- PE- equipment use limited - when used- hand hygiene before and after use. Emphasis on non-contact activities and in outdoor spaces as weather permits.</li> <li>- Playground equipment plan- consider cohort based equipment bins sanitized before and after use</li> <li>- Weekly rotating play areas during recess breaks by cohort grade level groups</li> <li>- Art supplies- regular cleaning before and after student use with student friendly cleaning solutions. Some student owned materials.</li> <li>- Student storage of personal items in lockers, ziplock bag of personal school supplies (school will provide large ziplock bags)</li> <li>- No student toys will be permitted</li> </ul> <p><b>Note:</b>Lockers are color coded. There is enough space in between for students to safely access their designated locker at staggered times as permitted by the classroom teacher.</p>
<p><b>Auxiliary Spaces:</b></p> <ul style="list-style-type: none"> <li>• Gymnasiums can be used to deliver physical education programming. -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 Activity as relaunch progresses. - Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling).</li> <li>• Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.</li> <li>• School assemblies or other large gatherings (e.g., concerts or dances) <b>should be avoided</b> virtual options should be offered instead of in person gatherings.</li> </ul>	<p><b>Please briefly describe your school’s approach</b></p> <ul style="list-style-type: none"> <li>- Use of gym for PE, equipment use limited - when used- hand hygiene before and after use.</li> <li>- Sanitization station for equipment to be used before and after use</li> <li>- Emphasis on non-contact activities and in outdoor spaces as weather permits. Outdoor activities encouraged as weather permits.</li> </ul> <p>- School assemblies will be virtual (monthly basis)</p>
<p><b>Office</b></p>	<p><b>Please briefly describe your school’s approach</b></p>

<ul style="list-style-type: none"> <li>● Depending on the size of the office a max occupancy number may be beneficial to ensure adequate spacing and limit the flow of traffic through the office.</li> <li>● If the exterior doors are locked, post contact numbers on the front of the door so the visitors may access reception.</li> <li>● Install plexiglass, plastic barriers or arrange for physical distancing measures.</li> <li>● Add lines and/or buttons on the floors to mark acceptable waiting distances.</li> <li>● A record of all visitors to the school must be kept for anyone in the school longer than 15 min.</li> </ul>	<ul style="list-style-type: none"> <li>- Max occupancy limited to 4-5 adults (no students permitted at this time)</li> <li>- Students who need to phone home- these phone calls will be made from the classroom by the classroom teacher.</li> <li>- Exterior doors locked- doorbell and camera in place.</li> <li>- Plexi-glass barrier at reception area</li> <li>- All parents/visitors must have prior approval for entry- disposable mask required for all visitors</li> <li>- Record kept of all visitors to the school</li> <li>- Buttons/signage on floors for social distancing</li> </ul>
<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>● Supervision schedules will be organized by school.</li> <li>● Where possible, school staff should be responsible for supervising the students in their cohort at recess and lunch times according to a staggered schedule.</li> <li>● Adequate number of staff will be available to ensure staff are able to take their breaks as needed.</li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Supervision of cohorts will be established by teachers, EA's and grade level cohorts at staggered recess breaks</li> <li>- Lunch with classroom cohort in the classroom (until further notice- this could move to a grade level cohort in the lunchroom)</li> <li>- Breaks will be arranged among grade level cohort teams and Educational assistants.</li> </ul>
<p><b>Arrival/Drop Off</b></p> <ul style="list-style-type: none"> <li>● Identify the need for staggered drop-off times, and multiple drop-off locations.</li> <li>● Parents will be instructed to drop their child/children off between identified times. Parents should not be dropping off children earlier or later than this drop off window. Parents/guardians should only enter the school with prior approval.</li> <li>● It is expected that when students arrive at school, they have completed their screening check with parents before attending school.</li> <li>● If a student displays symptoms they would remain in an isolation area until the parent is able to pick</li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Designated areas for grade level cohorts upon arrival to school (tarmac, playground, field area)</li> <li>- Supervisors will have hand sanitizer</li> <li>- Drop off of students between 8:15 and 8:30- upon arrival students move to grade level cohort location.</li> <li>- Bus arrival times remain the same- upon arrival to school students move to grade level cohort location</li> <li>- Parental/Guardian Health Screening check completed prior to arrival. School admin outside to re-evaluate students if necessary.</li> </ul>

<p>them up.</p> <ul style="list-style-type: none"> <li>• The school administrator will be on supervision and will have the duty to re-evaluate students as necessary and make the final call as to whether or not the student would be able to attend school if there are any concerns about symptoms.</li> <li>• Lines could be drawn on sidewalks outside doors to encourage adequate spacing.</li> <li>• Students are to store their personal items at their assigned desks. If a school can develop a plan whereby physical distancing is possible, lockers/cubbies/coat hooks can be available for student use.</li> <li>• Note: Students who are late shall report to the main doors for entry. Parents will be required to contact the school ahead of time to ensure staff member is there to meet them</li> </ul>	<ul style="list-style-type: none"> <li>- Upon start-up lines will be marked on the sidewalk to promote social distancing. Spacing will be encouraged by supervisors.</li> <li>- Staggered entry by Grade level class cohort. (entry by 1 downstairs class and 1 upstairs class)</li> <li>- Student items will be stored at lockers (jackets, backpacks)</li> <li>- Late students report to office</li> </ul>
<p><b>Dismissal/Pick-Up</b></p> <ul style="list-style-type: none"> <li>• To avoid the congregation of families around the school at the end of the day each school is encouraged to consider arranging for staggered pick-up times. For example, those students walking home can leave a few minutes earlier than the bus students.</li> <li>• Staff and students should wash their hands before leaving the school.</li> <li>• Encourage social distancing as students wait for pick-up or while boarding the bus.</li> <li>• Students walking should be directed to leave for home immediately.</li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Staggered exit by grade level class cohort.</li> <li>- Hand sanitizer stations located for use at exit of school/classroom</li> <li>- Students who walk, will leave the school upon dismissal.</li> <li>- Bus students - line up (social distancing) in Grade level class cohorts (muster point on tarmac). Students will be called by bus number (outside supervisor will direct)</li> </ul>
<p><b>Lunch/ Recess</b></p> <ul style="list-style-type: none"> <li>• In preparation for lunch and recess, a schedule may be implemented. Below is a sample of a lunch and recess process/schedule:  A. Eating Time <ul style="list-style-type: none"> <li>○ All students will wash hands before and after eating.</li> <li>○ Classes shall eat together in their cohort</li> </ul> </li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Hand washing/sanitizing before and after eating/recess break</li> <li>- Supervision of cohorts will be established by teachers, EA's and grade level cohorts at staggered schedules (recess breaks)</li> <li>- Lunch with classroom cohort in the classroom (until further notice- this could move to a grade level cohort in the lunchroom)</li> <li>- Breaks will be worked out among admin, grade level cohort teams and</li> </ul>

<p>groups.</p> <ul style="list-style-type: none"> <li>○ Classes can eat at their own desks in their classrooms or if lunch rooms are used, tables and chairs shall be cleaned and disinfected after each use.</li> <li>○ There will be no sharing of food, cutlery or condiments.</li> </ul> <p><b>B. Recess</b></p> <ul style="list-style-type: none"> <li>● There may be multiple shifts of recess time. School administration will arrange for the supervision of students. Classes can have recess together in their cohort groups.</li> <li>● Each cohort or class could be assigned a specific space to play according to the schedule</li> </ul>	<p>Educational assistants.</p> <ul style="list-style-type: none"> <li>- Grade level cohorts will develop common recess time with adult cohort supervision</li> <li>- Assigned spaces for recess breaks for each grade level cohort (rotate on a weekly basis)</li> </ul>
<p><b>Staff Room</b></p> <ul style="list-style-type: none"> <li>● Limit the amount of staff in the staff room. (Post signage)</li> <li>● Staff shall wash their hands on entry or use hand sanitizer.</li> <li>● Remove excess chairs or tables to ensure adequate space.</li> <li>● Items touched, such as microwave handles and buttons, kettle or coffee pot handles, cupboard and fridge handles, and faucet taps shall be disinfected by staff after each use.</li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Max occupancy 8-10 (small staff- most likely 3-4 people in staffroom at a time)</li> <li>- Sanitize upon entry and exit to the staffroom</li> <li>- Wash down any surfaces touched (microwave/fridge/coffee pot/taps)</li> <li>- All used/touched dishes/cutlery in the dishwasher</li> </ul>
<p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>● If possible, students will participate in PE activities outside as the risk of transmission is reduced. Gymnasiums can be used to deliver physical education programming.</li> <li>● Follow the Guidance for Sport, Physical Activity and Recreation, Stage 2 as relaunch progresses.</li> <li>● Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.</li> </ul>	<ul style="list-style-type: none"> <li>- Wash hands before and after activity</li> <li>- Equipment use limited - when used- hand hygiene before and after use.</li> <li>- Equipment sanitization station</li> <li>- Emphasis on non-contact activities and in outdoor spaces as weather permits.</li> <li>- Outdoor activities encouraged as weather permits.</li> </ul>

<ul style="list-style-type: none"> <li>● Avoid activities that encourage contact. Instead, switch to non-contact drills or activities where a 2 metre distance can be maintained between all participants</li> </ul>	
<p><b>Fitness Room (if applicable)</b></p> <ul style="list-style-type: none"> <li>● Designate a responsible person to oversee activities to ensure public health guidelines are followed.</li> <li>● Limit the amount of portable fans.</li> <li>● To ensure physical distancing, facilities may consider reducing capacity.</li> <li>● Any participant that is exhibiting any covid related symptoms cannot enter the facility.</li> <li>● Reconfigure fitness equipment (e.g., weight machines) to promote physical distancing. Consider installing physical barriers between equipment wherever increased distancing is not possible.</li> <li>● It is strongly recommended that both physical barriers and at least 3 metres of distance are in place between machines. Greater distances should be placed between equipment used for high intensity activities (e.g., treadmills, stationary bikes) to lessen the likelihood of transmission from higher exertion. Remove unnecessary communal items.</li> <li>● Provide hand sanitizer (60% alcohol or higher) at entry and exit points.</li> <li>● Increase frequency of sanitation of commonly touched surfaces and shared equipment (such as water fountain handles, doorknobs, handrails, light switches, countertops, tables, equipment handles and consoles).</li> <li>● Follow the Guidance for Sport, Physical Activity and Recreation, Stage 2 as relaunch progresses.</li> </ul>	<p><b>Please briefly describe your school’s approach</b></p> <p>- N/A</p>
<p><b>Hallways</b></p> <ul style="list-style-type: none"> <li>● There should be minimal student travel in the hallways.</li> </ul>	<p><b>Please briefly describe your school’s approach</b></p> <p>- One directional hallways (except for bathroom use)</p>

<ul style="list-style-type: none"> <li>• Lines could be placed down the center of the hallway for separate traffic flow. Keep with the “Keep right” rule when walking down the hallway.</li> <li>• In some schools, hallways could be designated to have staff and students walking in one direction only.</li> </ul>	<ul style="list-style-type: none"> <li>- (keep to the right rule if needed - returning from bathroom use)</li> <li>- Class cohorts movement will follow social distancing</li> </ul>
<p><b>Music, Dance &amp; Drama</b></p> <ul style="list-style-type: none"> <li>• Practice, rehearsals, and instruction of dance, music and drama programs may proceed as long as the Guidance for Music, Dance and Theatre is followed. Music, dance and drama performances are suspended at this time.</li> <li>• In-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as: <ul style="list-style-type: none"> <li>○ Recording or live-streaming individual performers in separate locations;</li> <li>○ Including more lessons focused on music appreciation or music theory;</li> <li>○ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments). Ensure these items are disinfected after each use.</li> </ul> </li> <li>• If class is conducted in the Music Room ensure all students have access to chairs that can be easily disinfected; if seating will be shared. Sanitize chairs and items that may have been touched after each use.</li> <li>• Ensure physical distancing is implemented. Class sizes may need to be reduced.</li> </ul>	<p><b>Please briefly describe your school’s approach</b></p> <ul style="list-style-type: none"> <li>- Music programming limited to hand-instruments that can be cleaned before and after use. Student owned musical instruments stored in personal lockers</li> <li>- No performances at this time or student choir groups/singing</li>   <li>- No soft surface chairs permitted in Music room</li> <li>- Students will maintain social distancing</li> </ul>
<p><b>Washrooms</b></p> <ul style="list-style-type: none"> <li>• Reduce occupancy to ensure physical distancing if needed. (max occupancy signs should be posted).</li> <li>• Sanitizing faucets, stall doors, toilet handles, paper towel dispensers, etc shall occur often.</li> <li>• Garbage will be emptied regularly.</li> <li>• Adequate supply of soap and paper towels will be</li> </ul>	<p><b>Please briefly describe your school’s approach</b></p> <ul style="list-style-type: none"> <li>- Max occupancy posted - 2 people</li> <li>- Proper hand washing signage</li> <li>- Regular/ongoing sanitization</li> </ul>



<p>provided.</p> <ul style="list-style-type: none"> <li>• Proper handwashing signs will be posted.</li> </ul>	
<p><b>Food Services (Foods class/Nutrition/Cafeteria) (if applicable):</b></p> <ul style="list-style-type: none"> <li>• <b>No activities that involve the sharing of food between students or staff should occur.</b></li> <li>• <b>Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.</b></li> <li>• <b>Students must not share utensils, dishes and water bottles or drink containers. For classroom meals and snacks:</b></li> <li>• <b>No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff.</b></li> <li>• <b>Food provided by the family should be stored with the student's belongings.</b></li> <li>• <b>Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors.</b></li> <li>• <b>Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.</b></li> <li>• <b>Students/children should practice physical distancing while eating.</b></li> <li>• <b>There should be no common food items (e.g., salt and pepper shakers, ketchup).</b></li> <li>• <b>Utensils should be used to serve food items (not fingers).</b></li> <li>• <b>If a school is using a common lunchroom and staggering lunch times, ensure that cleaned and disinfected after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.</b></li> </ul> <p><b>Food Service Programs (Cafeteria)</b></p> <ul style="list-style-type: none"> <li>• <b>Food service establishments should follow the Alberta Health restaurant guidance posted here.</b></li> <li>• <b>School Cafeterias should use alternate processes to reduce the numbers of people dining together at one</b></li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- All nutrition food items will be delivered to the classroom on a regular basis (no food cart outside/or in the office for student pick up)</li> <li>- Designated times for class cohort drop off (bin for each cohort)</li> <li>- Any items requiring refrigeration will be stored/dispensed by an adult in the room</li> <li>- Further plans will be devised with consideration for pre-packaged food items.</li> <li>- Utensils will not be provided</li> </ul>

<p>time.</p> <ul style="list-style-type: none"> <li>● <b>Remove/rearrange dining tables to maintain physical distancing.</b></li> <li>● <b>Place tape or other markings on floors to maintain a physical distancing of 2 metres.</b></li> <li>● <b>Stagger meal service times to reduce the numbers of people present at any one time.</b></li> <li>● <b>Adapt other areas to serve as additional dining space to increase spacing among persons in the same room. ● Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.</b></li> <li>● <b>Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items.</b></li> <li>● <b>If vending machines remain operational, hand sanitizer must be available</b></li> </ul>	
<p><b>Learning Commons</b></p> <p>Where possible, students should sign out books online.</p> <ul style="list-style-type: none"> <li>● Staff handling returned materials should always follow hand hygiene practices</li> <li>● Students should use hand sanitizer as they enter and exit the Learning Commons.</li> <li>● In order to maintain physical distancing, consider limiting the number of attendees allowed in the library at any given time.</li> <li>● Follow the COVID-19 Guidance for Libraries as relaunch progresses.</li> <li>● Students should not share library books from the teacher's library unless books are not signed out for 72 hours in between use.</li> </ul>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Online sign out by students and delivery options will be made available</li> <li>- LC may still be used as a learning space by class cohorts with proper hand sanitization upon entry and exit</li> <li>- Plexiglass barrier installed</li> <li>- Book return to bin for sanitization prior to reshelving</li> <li>- Max occupancy-1 class cohort- approx. 24 students and 2 adults</li> <li>- Classroom libraries- books available but when used are stored with personal belongings- return to the dedicated bin for 72 hours before reshelving.</li> </ul>
<p><b>Playgrounds</b></p>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Playground use limited to grade level cohorts on a rotational basis</li> <li>- Hand hygiene before and after use</li> </ul>
<p><b>Classrooms</b></p>	<p><b>Please briefly describe your school's approach</b></p> <ul style="list-style-type: none"> <li>- Hand hygiene upon entry and exit of the classroom</li> <li>- Students sit in rows (social distancing where possible- no face to face seating)</li> </ul>

	<p>plans)</p> <ul style="list-style-type: none"><li>- Designated seating plans for each classroom</li><li>- Use of masks (as mandated)</li><li>- Small group instruction where appropriate with safety measures in place</li></ul>
<b>PPE plexiglass barriers, physical distance, masks, shields, hand sanitizers,</b>	<b>Please briefly describe your school's approach</b> <ul style="list-style-type: none"><li>- Plexiglass barrier requested for both Office and Learning Commons</li><li>- Physical distance where possible</li><li>- Hand sanitizing stations in all classrooms, common spaces and exits</li><li>- Use of masks (as mandated)</li><li>- Face shields available for all staff</li></ul>
<b>Work experience, off campus, green certificate (if applicable)</b>	<b>Please briefly describe your school's approach</b>  N/A