

2020-2021 Hays School Re-entry Plan

This plan has been developed in consultation with the Hays staff as well as guidelines provided by the Province of Alberta <https://www.alberta.ca/guidance-documents.aspx> and Horizon School Division <https://www.horizon.ab.ca/>

Category	AHS/ Horizon Recommendations	Hays Plan
General Building Safety	<ul style="list-style-type: none"> • Schools must develop procedures that outline hand hygiene and cleaning requirements for schools and should address: • Placement of hand sanitizer containing at least 60% alcohol content (or a non-alcohol-based hand sanitizer approved by Health Canada) in entrances, exits, classroom entrances, high-touch equipment such as microwave ovens and vending machines and other high traffic areas. 	<ul style="list-style-type: none"> • All visitors must enter through the Front Doors our doors will be locked but you can call the number that is posted at the door. Social-distancing expectations are in-place which means that they must wait in line 6ft apart until they have sanitized their hands at the sanitization station at the entrance. This must be done EVERY TIME someone enters into the school. Masks must be worn at this time. • Students will enter at their designated entrance, front door- Junior high, West door grade 4-6, East door-Early Learning /ECS and Grade1. Students should go directly to their classroom and the teachers have an orderly way to send students to their lockers. • Staff may enter the school via other entrances, they are expected to use provided hand sanitizer as they enter the building and go into their classrooms. • Upon sanitization, students will go to their classroom and be dismissed to their lockers a

		<p>group at a time while ensuring the social distance (eg: don't walk within 2 m of someone who is at their locker) and then they must report to their first period class. Grade 4-9 students will come to school wearing their masks.</p> <ul style="list-style-type: none">• Hand sanitizer stations will be at every classroom entrance. Students/ staff are expected to sanitize upon entry to the classroom.• Sharing of supplies, etc. by students/staff is discouraged as much as possible. If items are shared, they must be disinfected between uses.• Students/ staff are expected to follow hallway guidelines of one-way traffic as indicated, physical distancing of 2 m is required and to not touch unnecessary surfaces.• Staff will use masks when unable to keep social distance in the classroom. If a student needs direct help at their desk, both parties will be required to wear masks. Alberta Education will be providing 2 re-usable masks per child. The school will have a limited supply of paper masks available when needed.• Sanitization supplies will be available in every classroom. Students will be required to sanitize their learning station prior to leaving the room if another student will be using that station. Due to cohorting, there are very few instances where this will happen.
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<p>Screening</p>	<p>Schools must keep records of children’s known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.</p>	<ul style="list-style-type: none"> • Secretary will keep a record of student symptoms when parents call-in. We will have on record any prior medical conditions. • Staff who receive notice of student illness from a parent will send it to the office so all information is coordinated. • Families will be provided with a copy of the screening tool with the expectation that it will be completed on a daily basis. We will have Benita complete a voice screening tool for our Low-German Parents. • If being tested for COVID we need a verbal call from the parent that the test was negative.
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<p>Cohorting</p>	<p>A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. At least 2 metres of physical space, where possible, should be maintained between desks.</p> <p>All teachers must ensure students have assigned seating</p>	<ul style="list-style-type: none"> • Assigned seating will be mandatory in all classrooms. • Recess is same with students encouraged to stay in their cohort • Early Learning to grade 3 are a cohort, grade 4-6 is a cohort, grade 7-9 is a cohort • At times grade 6 students will be taught individually in a separate room but they are just pulled away from 4,5 group. • Teachers will move to classrooms- students do not move.
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Drop-off/ Pick-up expectations

Schools must develop procedures for drop-off/pick up that support physical distancing where possible of 2 metres between all persons (except household members). Schools should consider staggering the start and end of the school day to reduce the number of students in hallways and common areas:

- Upon arrival of school students should remain on buses until they are signaled to disembark by school staff
- Students should head straight to their classroom upon entering the school
- Reduce unnecessary time student spend at school before and after classes
- Reduce usage of communal gathering areas

- Students in grade 7-9 and essential visitors may only enter through the main doors.
- Busses will be waved in one at a time to reduce the amount of students entering through the main doors at one time.
- Students will be required to wear a mask if they are riding a bus.
- If a student is being picked-up from the school, we ask that parents call the office to notify that they have arrived and the student will be informed and signed out at the office.
- When students are dropped off during school hours, we ask that parents phone the school to provide information as to why the student is late so it can be recorded. The student should sanitize when they enter and report to the office that they are now present.
- Dismissal will be Junior High, Grade 4-6. 2/3 then Early learning to grade 1.

<p>Expectations for visitors and other service providers entering the school</p>	<p>The public should be discouraged from entering the school. Parents/guardians can attend the school if they are required.</p> <ul style="list-style-type: none"> When a visitor enters the school they should be asked to use the self screening tool (see Appendix C) before they enter the school. If a visitor answers YES to any of the questions, the individual must not be admitted into the school. 	<ul style="list-style-type: none"> All visitors & service providers to the school should make an appointment prior to coming whenever possible. Or phone when they get to the locked door. Upon entering, everyone must sanitize at the entrance station, wear a mask & check into the office. The secretary will record this information. Visitors & service providers must also report when they are leaving. Visitors are asked to complete the self-screening tool before entering the school. There will be limited access to areas of the school, students will be called to the office if they are needed by a parent.
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<p>Expectations for shared use equipment</p>	<p>Equipment that must be shared must be cleaned and disinfected before and after each use.</p>	<ul style="list-style-type: none"> Students will not be permitted to share or borrow materials from other students. When it is necessary that an item will be shared, the teacher will disinfect the item prior to giving it to the student.
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<p>Risk mitigation for high traffic areas in school facilities</p>	<p>Schools should institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas.</p> <p><u>Students and staff</u> must wear masks in common areas.</p>	<ul style="list-style-type: none"> • Students should not be going to lockers during class time, all supplies should be in the class as they are not moving. • There will be staggered dismissal times at the end of the day. • Student lockers have been assigned where students from the same grade/class will not be next to each other to help maintain the 2 meter distance between students when classes visit their locker. • Students and staff MUST wear masks in common areas such as halls, bathrooms, the library
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<p>Auxiliary Spaces</p>	<p>Gymnasiums can be used to deliver physical education programming.</p> <p>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.</p> <p>Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling).</p>	<ul style="list-style-type: none"> • Students will be required to change foot wear but not a change of clothing. Change rooms will be closed. • When possible, PE classes will be held outdoors. • The PE curriculum will be adjusted to meet health requirements. Teachers will plan physical activities that do not include a lot of physical interactions. • All equipment will be sanitized prior to use and after use.
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	<p>School assemblies or other large gatherings (e.g., concerts or dances) should be avoided virtual options should be offered instead of in person gatherings.</p>	<ul style="list-style-type: none"> • Plans for large school celebrations/ gatherings will be put on hold until AHS has permitted larger gatherings. • When we have assemblies, students will be required to sit with their cohort groups. • Smaller groups of students will be sent to the library, not full classes.
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<p>Lunch Breaks</p>	<ul style="list-style-type: none"> • Eat lunch at their assigned seat. • Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items. 	<ul style="list-style-type: none"> • Students will be permitted to go off-campus during lunch, however, they will be required to sanitize at the main doors upon re-entry. • Disinfecting supplies will be available. Students will be asked to wipe their eating area prior to leaving it. • Social-distancing protocols will be put into place with seating minimums put into place. • Until further notice, no microwaves will be available for students to heat food. Please use alternative forms of food or containers that retain heat.
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<p>Responding to Illness</p>	<p>Schools should develop procedures to address staff/ students that become symptomatic during the school day to allow that staff member or student to isolate/leave the school for the time.</p> <p>Once a sick individual has left the school, clean and disinfect all surfaces, items, and areas with which they may have come into contact.</p> <p>Dispose of one-time PPE equipment such as gloves and disinfect reusable PPE such as protective eyewear and restock emergency kit.</p>	<ul style="list-style-type: none"> • If a student is showing a symptom, they will be removed from the classroom and provided with a mask. The family will be notified and it will be requested that the student is picked-up and testing for COVID-19 is recommended. • If a staff member becomes ill during the day, arrangements will be made for a substitute teacher to come in. Healthy staff members may supervise the class so that the ill teacher can go home and isolate. Staff will be permitted to return when deemed safe to do so depending upon the circumstance. • All areas where the sick individual was, will be sanitized. All disposable PPE will be discarded. • Those who had contact will be asked to wash hands thoroughly & sanitize.
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<p>In-person learning</p>	<p>Schools should develop procedures and plans for in-person learning that supports physical distancing (2 metres), where possible, and to</p>	<ul style="list-style-type: none"> • The school timetable has been developed to cohort grades and classes together. • Teachers have been scheduled to work with minimal classes in cohort groups of 16. Desks have been placed in classrooms with optimal physical distancing of 2 m or as far a part, as the number of students allows in rows facing forward.
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	<p>separate cohorts to the greatest extent possible.</p> <p>If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglass barriers or partitions) administrative controls (adapting the activity to minimize or eliminate close contacts) or use of masks.</p>	
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<p>Snack Program</p>	<p>No activities that involve the sharing of food between students or staff should occur.</p> <p>For classroom meals and snacks:</p> <ul style="list-style-type: none"> No self-serve or family-style meal service. Instead, switch pre-packaged meals or meals served by designated staff. 	<ul style="list-style-type: none"> Various pre-packaged foods will be available to students via the nutrition program, handed out by Monique Huvenaars and brought to the classrooms. Snack Program will only be Tuesdays and Thursdays when Mrs. Huvenaars is here.
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	<ul style="list-style-type: none"> • Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic. • There should be no common food items (e.g., salt and pepper shakers, ketchup). • Utensils should be used to serve food items (not fingers). • Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items. 	<ul style="list-style-type: none"> • Gloves and proper sanitation protocols will be in place. • The staff member will hand out the snacks. Students will not be able to take. • If more than one student is requesting a snack, they will be required to physically distance themselves and wait for the snack provided. • Utensils will be provided to students by a staff member when required. • The snack preparation area will be sanitized after snacks have been made by the Snack Coordinator.
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Hot Lunch Program	<p>The parent Council may have a hot lunch program provided food is made in a restaurant style setting. (Individual servings) (ie. Pizza is ok brought in, burgers from DQ etc)</p>	<p>On person will be in charge of taking the pre-ordered food to each classroom. No students can help. Proper mask and gloves must be worn when doing this delivery.</p>
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If you have any questions at all please call the Principal, Mrs. Nadeau, for clarification.

403 393-4381 cell

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