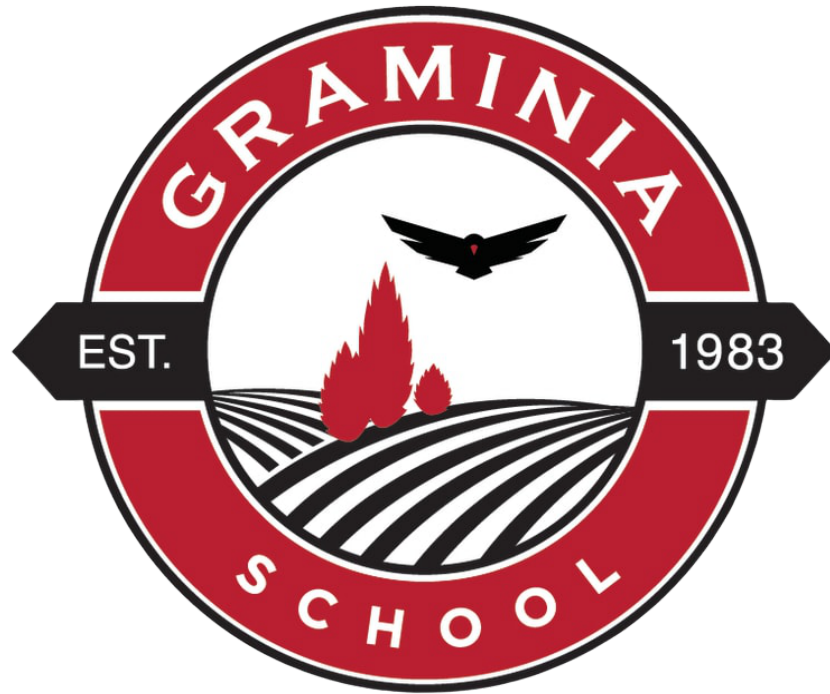


# Graminia School Handbook

## Guidance for School Re-Entry



Last Updated August 20, 2021

Parkland School Division



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This document is designed to accommodate the return to school for staff and students when they return to in-person learning for the 2021-2022 school year at Graminia School.

These following measures have been developed for use by Graminia School and Parkland School Division, based on the guidance documents developed by the Government of Alberta. The intent of this document is to guide schools and departments in preparation for the return of students. This is Graminia School's site specific plan to complement the Parkland School Division's School Re-Entry Principal's Handbook 2021-2022.

As this guidance document is based on direction from the Chief Medical Officer of Health and the Government of Alberta, they are subject to change based on new or updated recommendations or requirements.

## GENERAL BUILDING SAFETY

### PROMOTE HEALTHY HYGIENE PRACTICES

At Graminia School, students will be taught and will review the following:

- Ensure students are taught and reminded about proper hand washing techniques. Students will practice with their class where and how to wash their hands. Students will be taught where and how to sanitize their hands.
- Ensure students are taught and reminded about the importance of physical distancing, coughing and sneezing techniques. Students will be shown and will be reminded about the importance of practice distancing outside their entry door, their classroom door, by the washrooms, and other common spaces.
- Review proper mask procedures for putting on and taking off masks, as we **strongly encourage** the use of face masks where appropriate, especially in situations where physical distancing is difficult to maintain or in situations where close contact is for more than 15 minutes.

To the highest extent possible, at Graminia School:

- Signs will be posted through the school on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- All sinks in schools will have soap and paper towels available to assist with hand washing.
- Students are encouraged to bring a water bottle labeled with their name instead of using water fountains.
- Teachers will share with students and families the process for hand cleaning and sanitation for their classrooms, such as before snack, before and after shared tools, equipment, when exiting and entering the classroom as all classrooms will be provided with a bottle of liquid hand sanitizer and/or dispenser to be used by all students at the beginning and end of all classes and entering and exiting a classroom. It is encouraged that families send personal hand sanitizer with their children as well as wearing a mask, a container or bag to safely store the mask when not in use.

- There will be a mobile hand sanitizing station at the public entrance(s) of all the school by upon entering the foyer all guests and/or visitors will be required to use the hand sanitizing station when entering the school.

#### ENHANCED CLEANING AND DISINFECTING

- Enhanced cleaning of frequently touched surfaces will continue. School principals will meet with the head custodian to determine cleaning schedule, identification of high touch areas, etc.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, meeting rooms for ongoing cleaning between users.
- Individuals are asked to clean individual work spaces (i.e. teacher desk) following use and before using a new work space.
  - Where appropriate, students will be asked to wipe down individual work spaces (for instance, a teacher could spray desks and ask the students to wipe the surface with a paper towel).
- Student work areas should be cleaned between users.
- In classrooms, it will be encouraged to keep the doors and windows open when possible. As well, all offices and common doors will be propped open to decrease touch points, when possible.

#### SCREENING

- At Graminia School all parents, students and staff will be provided with the link (or copy) of the [Alberta Health Daily Checklist](#) at the start of the school year and/or at registration.
- The links to the self-assessment tool will be sent home or shared (newsletters, school websites, etc.) throughout the school year as appropriate.
- Before arriving at school, all students, school and division staff should self-screen for symptoms using the supplied checklist. A copy **DOES NOT** need to be submitted each day.
  - Schools may implement additional screening procedures based on the needs of programs and/or student population.
- If a child/staff member develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), AHS recommends that the child/staff member be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Gramina will keep records of children's known pre-existing conditions. Those that were completed for last year do not need to be redone.
- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
- If a student or staff member has any of the following core COVID-19 symptoms (new, or worsening and not related to other known causes), they are required to isolate for 10 days from onset of symptoms, or until they receive a negative COVID-19 test result, as per provincial guidelines:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing

- o Loss of sense of smell or taste
- o Sore throat (adults only)
- o Runny nose (adults only)

## RESPONDING TO ILLNESS

- Staff members, parents, and students must not enter the school if they have symptoms of COVID-19. This document and the supporting documents are available on the Graminia School website, will be shared in a parent email and sent out as needed to ensure to the greatest extent possible that all staff, parents and students are aware they are to not enter the school if they have symptoms.
- Graminia School has a procedure to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time period recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member is required to use the [AHS Online Self Assessment Tool](#) and follow instructions.
- If a student develops symptoms while at the school facility, the student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. A staff member will stay with the student and check on them regularly if it is deemed appropriate. The parent/guardian will be notified to come and pick up the student immediately. If the separate room is not available, the student will be kept at least 2 meters away from other students. The room used to isolate will be appropriately cleaned and disinfected following use.
- Graminia School will have an established "infirmary" to accommodate students exhibiting symptoms while they wait for parent/emergency contact pickup.
- Schools must keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student 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 the school.

### **Parents are asked to clearly confirm the following information:**

- Graminia School asks that you confirm your student's two emergency contacts with the understanding that these individuals would be expected to pick up a sick child in a timely manner if they become symptomatic. The office will be reviewing student contact information and reaching out to families that have yet to complete this information.
- Please reach out to the office prior to school starting if your child has a pre-existing condition that may display with COVID-19 symptoms that we are not currently aware of. Graminia School will keep records of a student's known pre-existing conditions. If a student develops additional symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (ie. allergies), the student 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 the school. The school may require confirmation of a negative COVID test result.

## COHORTS

Where practical Graminia School:

- Students will remain in their homeroom cohort for the day for all grades when practical and appropriate.
- When possible and practical teachers will switch classrooms, not students.
- Recess breaks, lunch time, transition between classes, etc. will be staggered when practical.

## PHYSICAL DISTANCING

Where practical Graminia School will:

- Limit access to the school of any non-essential visitors or volunteers including parents. This includes drop off in the mornings and pick up at the end of the day. If a pick up is needed mid-day, the parent can come to the main office and the student will meet them there. The office will maintain records of contacts within the school by any visitors to the school.
- Use the largest room available for meetings, instruction, etc. to maximize distance between participants.
- Utilize 'virtual' meetings with staff, agencies, parents etc

In Classroom and Homeroom Distancing:

- It is **recommended** to space seating/desks 2 meters (6 feet) apart if possible.
- All teachers are to keep accurate seating plans within classrooms.
- It is still recommended to maintain physical distancing within a cohort whenever practical to minimize the risk for virus transmission (i.e. spacing between desks).
- We will strongly recommend the use of masks for students or staff when physical distancing is not possible (where appropriate) or in situations where close contact is for more than 15 minutes.
- Teachers have removed any unnecessary furniture items from classrooms to maximize the amount of space between desks.

Common Areas and Hallway Distancing:

- Use of common spaces (such as the Library and the Art Room), which will be left disinfected and ready for use, will be available for activities that require larger social distancing than is available in classrooms.
- Have a staggered dismissal of classes to provide for physical distancing in hallways.
- The recess and lunch breaks will be staggered in order to decrease the number of students in hallways, common areas or on the playground which will ***slightly*** alter those times for the class cohort. Siblings may not have the same recess and lunch times.
- Provide adequate supervision in busy areas of schools/grounds to encourage appropriate physical distancing.
- will plan when needed best address traffic flow throughout the schools to reduce congestion.
- Will maintain marking appropriate areas with directional arrows, 2 metre physical distancing areas where lineups occur (For example: parent waiting areas, front offices, playground equipment), within classrooms for younger students or other applicable areas.

**At Graminia School, our amazing and supportive staff will:**

- plan for students, who are attending In-Person Learning, to miss periods of time due to requirements for self-isolation, delays in Covid-19 test results, etc. This means that teachers will maintain their virtual classroom presence through SeeSaw, Google classroom for families and students to access when having to be away from the class.

**In-Person Option Courses for Grade 7-9:**

We will be offering our options courses with selection for preferences. The CTF courses will be shared with students and families when school begins and we will be confirming student's choices for our new ARTS block. Consideration will be made regarding the timing of and scheduling of courses so when practical courses that require students working closely would be offered later in the year and students are strongly encouraged to wear masks when working in groups.

**Staggered Schedule:**

Grades will use the alternate schedule below to facilitate separation between classes and increase room in shared spaces and hallways. This change to the schedule may require classroom teachers to include additional breaks (ie. snacks), which they will manage and plan on an individual basis.

<b>Schedule A</b>		<b>Schedule B</b>	
Block 1	7:58 - 8:44	Block 1	7:58 - 8:44
Block 2	8:44-9:30	Block 2	8:44-9:30
Recess	9:30-9:45	Block 3	9:30-10:15
Block 3	9:45-10:31	Recess	10:15-10:31
Block 4	10:31-11:17	Block 4	10:31-11:17
Recess	11:17-11:47	Lunch	11:17-11:47
Lunch	11:47-12:17	Recess	11:47-12:17
Block 5	12:20-1:05	Block 5	12:20-1:05
Block 6	1:05-1:50	Block 6	1:05-1:50
Block 7	1:50-2:35	Block 7	1:50-2:35

**Staggered Entry - Start of the School Year:**

All classes Grade 1- 9 will begin classes on August 30, 2021. Kindergarten staggered entry is different from grades 1-9. Specific information about kindergarten staggered entry will be sent directly to parents of kindergarten students.

**Recess Times:**

Recesses will be staggered for students, to allow more room and distancing.

**Lunch:**

If a student forgets their lunch, families should phone the office and we will work out a solution. We will have healthy lunch options available if a student does not have lunch or

snacks that will follow the COVID-19 health protocols. Students will store lunches with their other personal belongings. All students must wash their hands before eating, and **eat only their own food**. Microwaves will not be available to students in grades K-6 but will be available for gr 7-9 on a rotating basis. Vending machines will be operating .

**Other Food at Graminia School:**

At this time, but will be reviewed in October, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom.

The hot lunch program will be operating in a similar fashion to last year.

**EXPECTATIONS FOR DROP-OFF/PICK-UP AND ENTRY AREAS AT SCHOOLS.**

- There should be no non-essential visitors allowed into the school.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school.
- A record of all visitors must be kept.

**Drop off:**

Students should not arrive prior to 7:35 am, as supervision begins at that time. Students will not be able to enter the school earlier. All students will have an assigned door to use every time they enter and exit the school.

Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must come to the office to set up an appointment. Individuals without an appointment will not be able to enter the school past the front office.

Busses will unload in a staggered manner to increase the capacity to physically distance.

When students in grades K-6 arrive at school, they will:

- go to their assigned outdoor area where staff will be supervising.
- wait for staff to bring them into the school.
- enter in a staggered manner in order to limit the number of students entering the school at once. This schedule may be slightly different from the regular bell schedule. During extreme weather, such as severe cold or rain, our school will have a plan in place so that students can enter the school early.
- NOTE – Kindergarten students are met by their teacher and will come directly inside to their classrooms in the morning.

When students in grades 7 - 9 arrive at school, they will:

- go to their homeroom class or to their designated outdoor area as quickly as possible.
- be greeted by a staff member who will welcome students into the building.
- enter in a staggered manner in order to limit the number of students entering the school at one time. This schedule may be slightly different from the regular bell schedule. During



extreme weather, such as severe cold or rain, our school will have a plan in place so students can enter the school early.

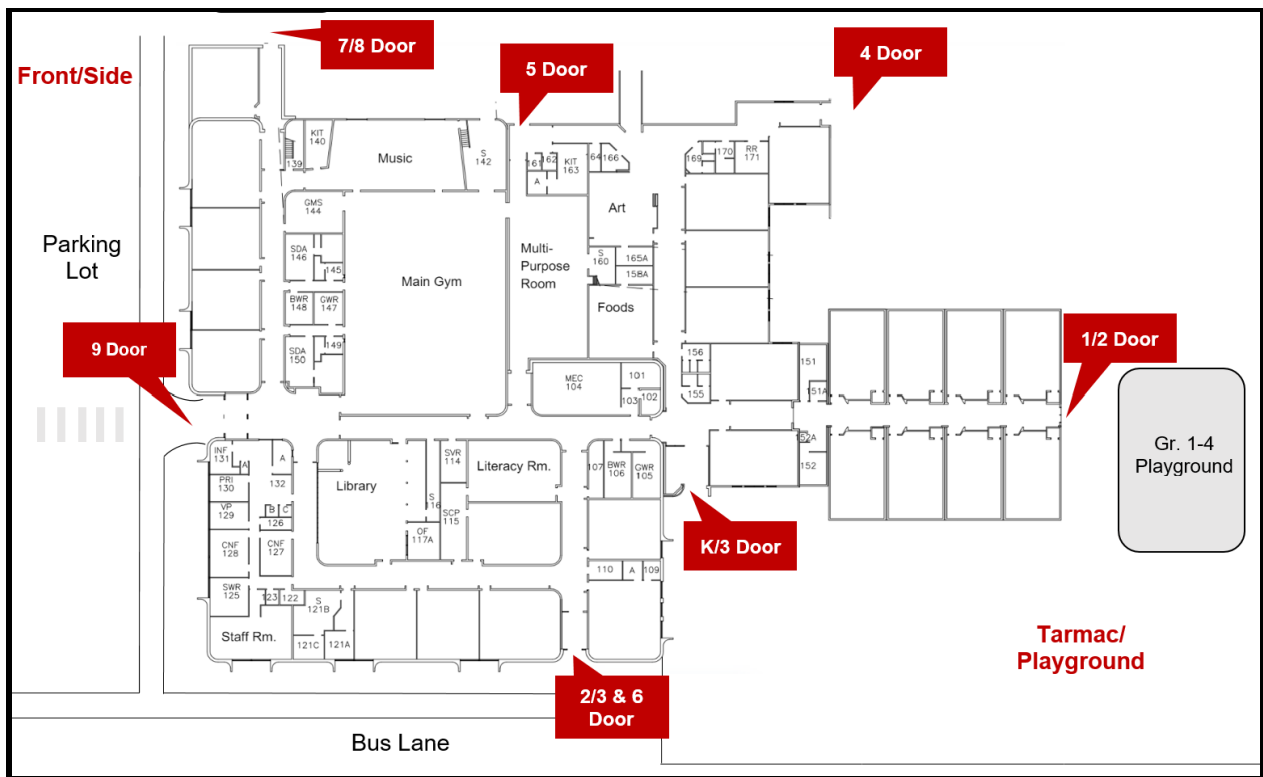
The process outlined above applies for parent drop off as well as for bus students. For the first few weeks extra supervisors will be outside and homeroom teachers will remain in the school to assist students. The extra staff will also help students across the grades locate their door and their teacher..

**Pick up:**

Students will be released from their homeroom to go out their designated doors on a staggered schedule by hallway. This may *slightly* alter the end of day for students.

Adults picking up students at school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.

**Classroom and Entrance Map**



**EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL**

- Non-essential visitors will not be allowed into the school. Those needing to meet with teachers, or staff can make an appointment.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school, however, an appointment is required.
- A record of all visitors will be kept.
- The school will screen service providers, visitors, volunteers and independent contractors using the [Visitor Entry Protocol for PSD Schools and PSD Sites](#) before they enter the school past the office. A copy (paper or electronic) of the completed screening tool must be kept

by the school/division. If a service provider/contractor answers YES to any of the questions, the individual must not be admitted into the school.

#### EXPECTATIONS FOR SHARED USE EQUIPMENT

- Use of shared items or equipment is to be avoided where practical.
- Equipment that must be shared must be cleaned and disinfected before and after each use.
- Students will be provided with an area for storing personal items. Some classes will have the use of lockers, while others will have locations and shelving provided in the classroom.
- Plan for times/procedures for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).
- Updated school supply lists will be added to our website in the coming week and additional items required will be listed in parent communication.

#### MASKS

- Masks are **strongly recommended** for all students (age appropriate) and staff in all common areas and in situations where 2 meters distance cannot be maintained and/or extended periods of time in close proximity.
- K-3 students are encouraged to wear masks if they choose to do so and are able to properly use a mask.
- All students, staff and visitors must have access to a mask at all times for situations that require a mask.
- Visitors to the school are to wear a mask when entering the school beyond the reception/front entrance.
  - Once visitors are in location where they can maintain appropriate physical distancing, they may remove their mask.
- Certain situations will require a mask, as determined by the school principal. (i.e. small student groups doing food preparation in Foods CTS class)
- Masks are required for all students (regardless of age or grade) and staff while on a school bus.
  - If masks present a safety risk to the bus driver, the driver may remove their mask.

#### FOOD SERVICE

##### BREAKFAST/SNACK/HOT LUNCH PROGRAMS

- Any 'grab-and-go' or snack food items should be pre-packaged and distributed in a manner that limits touching and will be available for students.
  - For instance, items could be laid out by type/flavour to prevent multiple students searching through looking for a favourite flavour of granola bar.
- Any food preparation should be done in compliance with industry specific guidelines.

## HOT LUNCH

- Graminia School will work with our Hot Lunch Coordinator and School Council to develop a safety plan to follow the current guidelines. It will be very similar to last year's practices.

## OFF-CAMPUS/WORK EXPERIENCE, OTHER LEARNING EXPERIENCES, EXTRACURRICULAR, FIELD TRIPS

- Work experience may resume as long as the risk of infection is mitigated for all participants.
- If the work experience placement is in a workplace, the student is expected to follow health rules set out by the workplace.
- Use of shared items or equipment should be minimized. Equipment that must be shared should be cleaned and disinfected before and after each use, and users must perform hand hygiene before and after each use.
- Learning experiences involving unprotected in-person singing, music, or creative performances may pose an increased risk of transmission. These activities are permitted to proceed with appropriate risk mitigation strategies.
- Sports practices and outdoor activities may proceed with appropriate risk mitigation strategies (i.e. no shaking hands at the end of the game)

## VACCINATION

- All staff and students born in 2009 or earlier (turning 12+) can get the COVID-19 vaccine.
- Immunizations will be available through temporary clinics in schools for students in Grades 7 to 12 as well as teachers and staff, starting on September 7. The clinics are operated by Alberta Health Services.
- Students, teachers and staff can receive whichever dose they are eligible for in school at this time. However, if they receive their first dose at the in-school clinic, they will need to book their second dose at a local pharmacy or Alberta Health Services (AHS) clinic when it is time to do so.
- Students under 18 **WILL NOT be vaccinated in schools WITHOUT parent or guardian consent.**