



Fort Vermilion School Division School Relaunch Plan

September 2020

**In-school classes resume - near
normal with health measures**

Revised September 6, 2020

Introduction

Fort Vermilion School Division is pleased to provide the 2020 School Relaunch Plan. One of the division's guiding principles for decision making is to "ensure health and safety for our students and staff." This plan is designed to support our collective responsibility to ensure health and safety for students and staff while student learning continues.

Implementation of this School Relaunch Plan may change based on future direction from the Chief Medical Officer of Health. It is based on the best available information and conditions related to the COVID-19 pandemic. This plan will evolve and be adjusted as the status of the COVID-19 pandemic changes.

The School Relaunch Plan has been guided by three pillars for the 2020-21 school year:

1. Mitigating risk of the spread of COVID-19.
2. Parent choice (face to face, online, home schooling).
3. Continuity of learning.

I wish to thank all stakeholders for their continuing patience, understanding and support throughout these challenging times. You have done a magnificent job of promoting FVSD's mission of "Our Children, Our Students, Our Future."

Mike McMann
Superintendent of Schools

Table of Contents

Introduction	2
Table of Contents	3
General Building Safety	4
Screening	6
Cohorting	6
Physical Distancing	7
Expectations for drop-off/pick-up and entry areas at schools	7
Parents/Guardians	7
Transportation	8
In-school Learning	8
At home Learning (teacher directed)	9
Home-School Learning (parent directed)	9
Expectations for Shared Use of Equipment and Resources	9
Auxiliary Spaces	9
Work Experience/Off Campus Programs	10
Food Services	10
Response to Illness	10
Appendix	12

General Building Safety

During COVID-19, general building safety is of great importance in all FVSD schools and facilities. Each school and facility must adhere to all the guidelines listed below:

- Prior to school opening for the 2020-2021 school year, all schools are undergoing a thorough cleaning.
- Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. FVSD facilities will be cleaned and disinfected in accordance with AHS *Cleaning and Disinfectants for Public Settings*. Daytime cleaning will occur on touchpoints and high-traffic areas.
- Area rugs and soft furnishings that cannot be easily cleaned are being removed.
- Hand Hygiene - Students and staff are encouraged to wash their hands frequently as per the AHS guidelines posters. Proper hand hygiene and respiratory etiquette should be promoted. Schools must develop procedures that outline hand hygiene. Hand sanitizers will be placed at building-designated entrances as well as in classrooms.
- Water Bottle Fill Stations: Students and staff will have access to bottle fill stations and are encouraged to use personal water bottles.
- Common and shared areas will not be utilized, including staff rooms.
- Staff numbers in workrooms will be limited to maintain physical distancing.
- Staff must wear masks as per the AHS Public Health Order.
- Lockers will not be utilized.
- Microwaves will not be available.
- There will be no common lunch break or recesses. Cohorts will have separate breaks.
- The school day will run from 9:00 am to 2:30 pm with 5 hours of instruction and two 15-minute breaks.
- Instruction will consist of core subjects and Daily Physical Activity/Wellness. A decision on offering Option courses will be made for Semester 2.
- All Weight Rooms and workout equipment will be closed until Phase 3.
- No volunteers will be utilized in Division buildings.
- Masks are mandatory in the following schools from Grade 4-12 per the AHS Public Health Order:
 - Spirit of the North Community School
 - High Level Public School
 - Upper Hay River School
 - Rocky Lane Public School
 - Fort Vermilion Public School/St. Mary's Elementary School
 - High Level Learning Store
 - Rainbow Lake School
- Masks are not mandatory in the following Schools:
 - Sandhills Elementary School (K-3)
 - Florence MacDougall Community School (K-3)
 - Hill Crest Community School
 - Ridgeview Central School
 - La Crete Public School
 - Buffalo Head Prairie School
 - Blue Hills Community School
 - Bussing - Students will be distanced on busses outside their family bubble. An empty seat will be placed between family bubbles. With big families in the above schools and urban bussing having been cancelled to provide

more busses and drivers for students outside 2.4 km, this can be achieved. In some cases, families will be paid directly to transport their child when physical distancing cannot be maintained. Bus drivers will release their kids at the direction of the bus lane supervisors. Each bus will unload one at a time.

- School Entrance: Drop off/Pick Up Area: When students get off the bus or are dropped off by parents, they go to their cohort muster point which will be marked by a sign. While waiting in line, each student will remain 2 metres apart. Students come into the school building 2 metres apart through designated entrances and go directly to classrooms.
- Classrooms: Cohorts are taught by one teacher in one classroom for the entire day. Students will be seated in rows or tables all facing the same direction. When students are not seated in the same direction a physical barrier (plexiglass and tenplast have been provided to all schools) must be used.
- Hallways: When students are in the hallway, teachers and staff members will ensure students are 2 metres apart, all travelling in the same direction. No more than one cohort will be in the same hallway at any given time.
- Bathrooms: Students are allowed in the washroom one at a time with a staff member supervising and making sure no other student is in the washroom. The rest of the students remain in the hallway 2 metres apart.
- Lunches: There is no common lunch area. Students will remain in their classrooms, be seated at their desks, all facing the same direction to eat their lunch. There are no common breaks. Food will not be shared.
- Shared Spaces: All shared spaces have been eliminated. The only space used by multiple cohorts is the Gym, under the public health order of masks not being required during physical activity.
- When distancing cannot be maintained a physical barrier provided to the schools will be used.
- Students in all grades and schools are welcome to wear masks at any time.
- In the school, a 2 metre distance between students will be ensured by teachers, school staff and school administration.

All schools will be cleaned as per the following schedule:

- The school will be cleaned thoroughly every evening after the school is closed.
- High touchpoints will be cleaned twice during the day.
- Custodial staff must be aware of common shared areas that have been occupied, and cleaning is required between cohort groups.

The following surfaces will be disinfected daily by cleaning staff:

- Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
- Student Pathways and Corridors: Light switches, water bottle fill stations, entrance door handles, alarm panels, inside handicap door buttons.
- Washrooms: All surfaces.
- Offices: Desks, chairs, telephones, light switches, doorknobs, copier.

Additional Alberta Health Services (AHS) resources:

- AHS Infections Prevention Control [Posters](#)
- AHS Hand Washing Posters:
 - [Poster 1](#)
 - [Poster 2](#)
- How to use alcohol-based hand sanitizer (AHS) [Poster](#)

Screening

It is important for students and staff to self-screen daily, as per the following guidelines:

- Before leaving home each day they plan to enter school for work or education, staff, students, parents/guardians, and any other visitors must self-screen for symptoms using the *Screening Questionnaire* (see Appendix.)
- Parents and students must be provided with a copy of the screening tool during school registration with the expectation that it must be completed daily.
- 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. FVSD respects the right of parents to choose not to be tested, this would mean the child with any of the 5 core symptoms (Fever, Cough, Shortness of Breath, Runny Nose, Sore Throat) would have to remain at home for 10 days from the onset of symptoms, or until symptoms resolve, whichever is longer.
- Those who report symptoms will be required to stay home, seek health care advice as appropriate (e.g., call Health Link 811, their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.
- Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

Cohorting

As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts will be used in the Fort Vermilion School Division. A cohort is defined as a group of students and of staff who remain together. Cohorts will be assigned to a limited number of adults. Cohorts decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. Maintaining maximal physical distancing (i.e., spacing between desks) within a cohort will minimize the risk for disease transmission.

An example of a Cohort is a Grade 1 class with students and adults that do not interact with anyone else within the school building.

Schools will be responsible for:

- Keeping students together during the day, including lunch, recess, etc.
- Minimizing the amount of mixing between students and different staff in the setting. The number of different teachers and educational assistants that interact with groups of students throughout the day will be limited to one each per cohort.

- Staggering transitions (i.e., class times, recess, and bathroom breaks) to avoid contact with other cohorts. Bathroom breaks will be arranged so that no cohorts will overlap/interact, and each cohort will have a designated bathroom. A cleaning schedule will be created for high touch points during the day.
- Making sure only one cohort is in any common area at one time.

Physical Distancing

Physical distancing is a public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. While physical distancing measures will be in place in all schools, in those schools where masking is not being used, the school will ensure that 2 meters of distance is maintained between all students and staff at all times outside of seated classroom instruction.

Schools will be responsible for:

- Educating students, staff, and parents on the importance of physical distancing.
- Maintaining distance between cohorts by scheduling movements throughout the day.
- Ensuring that in cases wherein students are not separated by 2 meters, students are separated as much as possible, and students' desks are not facing each other.
- Providing barriers to separate students in classrooms that use tables.

Expectations for drop-off/pick-up and entry areas at schools

- Parents/guardians will remain outside of the school to drop off their children.
- Student entry points, drop-off, and pick-up schedules will be created by schools and communicated to parents. Muster points will be created and identified with signs for individual cohorts to gather and will be brought into the school by staff one at a time through their designated doorways.
- Late children will enter through the front door and be escorted to their cohort by staff.
- Physical distancing must be maintained.
- Parents and guardians are encouraged to communicate with staff via email or by phone regarding any additional information that may be needed to support their child.

Parents/Guardians

- Parents/Guardians must report directly to the office.
- Visitors outside of the school population will not be permitted in the school.
- Prior to entering a school, everyone must use the self-screening tool (see Appendix *Screening Questionnaire*.) If a prospective visitor answers YES to any of the questions, the individual will not be admitted into the school.
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
- Hand sanitizing will be required and made available upon entry.
- Physical distancing must be maintained.
- A record of everyone that enters the school will be kept, including the tracking of entry and exit times.

Transportation

- Prior to the start of the 2020-2021 school year, all school buses will undergo a thorough cleaning.
- Urban (in-town) busing will not occur as we require the urban buses to be redeployed to rural runs in order to meet the needs of physical distancing.
- Transportation management staff will meet with the bus drivers prior to school start-up to review COVID-19 requirements.
- Parents will be required to complete daily at-home screening for their child(ren)'s symptoms prior to students boarding the school bus. (Appendix - [Screening Questionnaire](#))
- Parents/Guardians and students will not be in the pick-up area or board the bus if they have symptoms of COVID-19.
- Bus drivers will be provided with hand sanitizer, non-medical masks, and face shields.
- Students will be assigned seats in family cohorts, and a record of this seating plan will be kept and updated as needed in order to assist with contact tracing.
- Family cohorts will maintain physical distancing on the bus.
- Students are not permitted to eat on the school bus in order to limit food sharing and sustain appropriate levels of hygiene.
- Attendance records will be kept for contact tracing purposes and retained for four weeks.
- The FVSD Transportation Department will help schools in developing procedures for student loading and unloading that support physical distancing between all persons (except household members) when possible, and may include:
 - Students start loading from the back seats to the front of the bus.
 - Where feasible, limit the number of students per bench unless from the same household.
 - Students from the same household may share seats.
 - Students start unloading from the front seats to the back of the bus.
 - Students will not be able to ride an alternate bus.
 - Interschool service (schools sharing a bus for field trips) will be suspended.
 - If a child becomes symptomatic during a bus trip, he or she will be required to wear a mask for the remainder of the trip. The driver will contact the FVSD Transportation Office, who will, in turn, contact the principal at the appropriate school.
 - Increased frequency of cleaning and disinfection of high-touch surfaces will be completed at the end of the morning and afternoon school bus runs.
 - Drivers will be supplied with disposable gloves, cleaning and disinfectant spray, towels and hand sanitizer.
 - Completion of required ongoing cleaning on buses will be documented.

In-school Learning

Schools will develop procedures and plans:

- In schools where masks will not be used, physical distancing will be ensured at all times outside of seated classroom instruction.
- For in-school learning that supports physical distancing where possible, and to separate cohorts to the greatest extent possible.
- There will be no student transition time throughout the day (i.e., teachers will remain with their cohort.)

- There will be no common lunch break or recesses. Cohorts will have separate breaks.
- The school day will run from 9:00 am to 2:30 pm with 5 hours of instruction and two 15-minute breaks.
- Instruction will consist of core subjects and Daily Physical Activity/Wellness. A decision on **Option** courses will be made for Semester 2.
- Jr High classes will remain in cohorts with minimal adults interacting with them. Based on the school make-up, Jr High will be in either a homeroom situation or Quad to assist with cohorting.
- Sr High classes will remain in cohorts with minimal adults interacting. All Sr High classes will be scheduled in a Quad system to assist with cohorting.
- At all times students will be seated at a desk or table during instruction. When students are required to do group work, a larger area will be required in order to maintain physical distancing.
- When individual instruction is required, a plexiglass physical barrier has been provided to classrooms to allow for separation; as well, teachers are provided with a mask and face shield to wear.
- For implementing safe activities, consideration should be given to:
 - pursuing learning and physical activities where optimal physical distancing can be achieved.
 - avoiding activities involving shared surfaces or objects that must be frequently touched by different hands.
 - the ease in which high touch surfaces (e.g., electronic devices, science and music instruments, tools/equipment, toys) can be adequately cleaned after each activity.
 - no field trips and activities requiring transportation will occur.
 - learning experiences involving in-person singing, cheering, shouting, or playing wind instruments will be postponed at this time.

At home Learning (teacher directed)

Please contact your child's local school to discuss this option with your school Administrator.

Home-School Learning (parent directed)

Please contact Chad Fyke or Rachel Neufeld at Northern Home Education 780-928-0212.

Expectations for Shared Use of Equipment and Resources

Sharing equipment/resources should be avoided where possible. Where not possible, schools will develop procedures and plans for shared use that consider the following:

- Where possible, equipment (e.g., electronic devices, equipment for gym, science, art, music, shop, etc.) should be designated and labeled (with a removable label) for a single student. When not feasible, designate the equipment to the fewest number of students.

Auxiliary Spaces

- The use of gymnasiums to deliver physical education programming, the following must be considered:
 - When possible, physical education should be done outdoors as the risk of transmission is more likely to occur indoors rather than outdoors.

- Administrators and teachers should choose activities or sports that support physical distancing (e.g., badminton over wrestling).
- School assemblies or other large gatherings will not occur.

Work Experience/Off Campus Programs

Participation in work experience programs will only resume if Alberta Health guidelines can be followed, and the risk of infection is mitigated for all participants. Consideration must be given to the following:

- The student is expected to follow health rules set out by the workplace, which should comply with the [Workplace Guidance for Business Owners](#).
- The time that individuals are in close contact should be kept to a minimum.
- The use of shared items or equipment should be avoided. Equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.

Food Services

No activities that involve sharing of food between students or staff should occur; this includes utensils, condiments, etc. Schools will be responsible for ensuring:

- All existing food handling regulations are followed. Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
- Only designated staff have access to food preparation areas, while food preparation is occurring.
- No self-serve or family-style meal service. Instead, switch to pre-packaged meals or snacks served by designated staff.
- Lunch/snacks brought from home are stored with the student's belongings.
- There are no common food items (i.e., salt and pepper shakers, ketchup, etc.).
- The common lunchroom will not be utilized.
- Students and staff practice physical distancing while eating.
- No food is brought from home for sharing (i.e., no cupcakes, cookies, etc.)
- Cohorts stay together through lunch.

Response to Illness

Prior to coming to school:

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school using the [COVID-19 Self-Assessment](#).

During the school day, staff should ensure that:

- If a student is showing signs of COVID-19 (e.g., fever, new or worsening cough, difficulty breathing, runny nose or sore throat), the student will be isolated, and the parent/guardian will be notified immediately to pick up the student.
- If a student is sent home due to exhibiting signs of COVID-19, the parent/guardian should call 811 and follow the advice provided by Alberta Health Services.
- The school will dedicate an isolation space for the sick. The space must be cleaned and disinfected after the student leaves, and any items that cannot be disinfected should be placed in a plastic bag and stored for a minimum of 10 days.

Staff should:

- Upon exhibiting signs of COVID-19, notify their administrator and go home. Staff will be required to complete a leave request using sick days for the time they are away from school.
- Complete the [COVID-19 Self-Assessment](#) or call 811 for further instructions.
- Return to work when cleared to do so:
 - After a negative COVID-19 test result; or
 - After 10 days of self-isolation following the start of symptoms or with a Doctor's note.

Appendix

Screening Questionnaire

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

Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child attending the program, have any of the below symptoms:	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.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

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

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

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