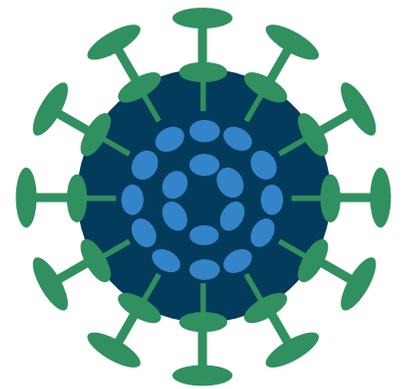


# East Central Catholic School Division

## SCHOOL RE-ENTRY PLAN

**August 2020-2021**

Updated September 12/2020

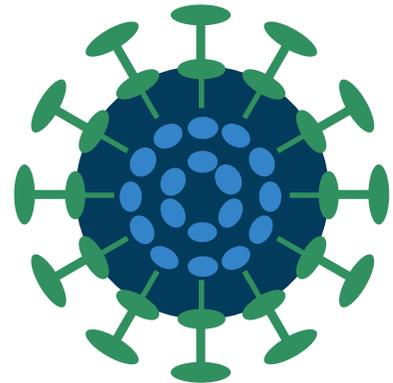


\*Note: The ECCS Re-Entry Plan was developed from Edmonton Catholic Schools Re-Entry Plan and used with permission.

The safety and well-being of staff and students remains our priority. The strategies that you will read in this guide are established with the goal of reducing the risks of exposure to COVID-19 to the greatest extent practicable, while adhering to the direction of the Minister of Education and the Chief Medical Officer of Health. As a Division we are guided by these directives and will remain responsive and adaptable to any changes that may arise as more is learned about COVID-19 and the appropriate responses to *reduce* or *mitigate* the risks. Consequently, the guidelines set out below may change as re-entry to school progresses given the circumstances with which we are faced.

*Risk mitigation* refers to the processes undertaken to reduce, minimize, or limit the potential for risk over which we have some measure of control. In the case of COVID-19, it refers to strategies, rather than guarantees, whereby all reasonable efforts are made to reduce the potential for transmission of the virus.

As directed by the Chief Medical Officer of Health, East Central Catholic School Divisions will seek to employ risk mitigation protocols when appropriate physical distancing cannot be achieved, or the sharing of manipulatives/resources is necessary for instruction. These protocols and strategies include the use of face masks, personal protective equipment (PPE), heightened cleaning, physical barriers, and other strategies as deemed appropriate.



East Central Catholic School Division values our parent feedback. Help take a few minutes to complete the [division's re-entry survey](#). Feedback from the re-entry survey will help the school division make important programming decisions for the fall.



## COHORTS

In the provincial re-entry plan, cohorts refer to a group of students and staff who remain together. This helps decrease the number of close contacts within the school environment. Where practical, students will be organized within smaller groups throughout the school day. In classrooms and on busses, students may be asked to adhere to smaller groupings and seating plans.

## PHYSICAL DISTANCING

All members of the school community are encouraged to physically distance as much as is practicable. Schools will put measures in place to promote physical distancing, which may include:

- Signage and directional arrows to control the flow of foot traffic
- Capacity limits for lunchrooms and washrooms
- Staggered times for movement through the hallways
- Staggered start and/or end times
- Assigned entrance and exit doors
- Removing or rearranging seating in common areas
- Limiting access to common areas

In classrooms, maintaining physical distancing of 2 metres may not be possible. In this case, the provincial re-entry plan suggests that student seating be arranged so they are not facing one another, to mitigate the risk should a student sneeze or cough. Classrooms will be arranged to promote physical distancing as much as possible.

## HEALTH SCREENING

Parents and caregivers must assess their child daily for symptoms of a common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Staff will also assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.

Everyone should use the [health assessment checklist](#) to assess themselves daily prior to entering the school/site.

Any person who selects “yes” on any of the screening questions will not be permitted to enter the school, pending further testing for COVID-19.

Signs will be posted reminding people not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.



## ILLNESS WHILE ON SITE

Should a student exhibit signs of illness at school, they will be moved to a designated private area within the school/site. Parent/caregivers will be notified and advised to pick up their child immediately. Please ensure that student emergency contact information is up to date in the event that parents cannot be reached.

Should a student become ill, a parent/caregiver or emergency contact must pick up the student as soon as is practicable.

Staff supervising symptomatic students will:

- Keep all other staff out of the designated quarantine area;
- Provide the student with a face mask, provided that the student can wear it safely;
- Wear recommended PPE
- Use strict hand-washing techniques; and
- Maintain physical distancing.

## STUDENTS WITH PRE-EXISTING CONDITIONS

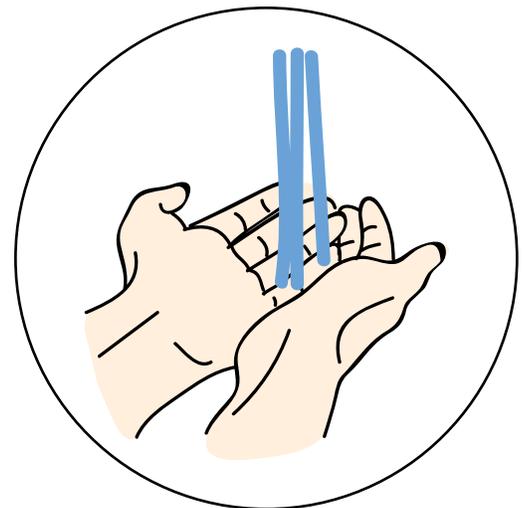
It is important that families establish a clear baseline for what being healthy looks like. In the case of students with pre-existing conditions which have symptoms resembling COVID-19, we encourage families to have a COVID-19 test conducted prior to returning to school. In this way, it will help establish that baseline for students with pre-existing conditions. Families should notify the school of any pre-existing condition and its symptoms. Should a student develop symptoms that are outside of those previously established, the student should have a COVID-19 test prior to returning to the school site.

## HAND HYGIENE

Anyone who enters a school will be required to practice hand hygiene. Proper hand hygiene will help mitigate any virus transmission. Soap and water for 20 seconds are the preferred method for cleaning hands. Staff and students will practice hand hygiene:

- Before leaving home, on arrival at school, and before leaving school.
- After using the washroom.
- Before and after any transitions within the school setting (example: To another classroom, indoor-outdoor transitions, etc.).
- After sneezing or coughing.
- Before and after breaks and sporting activities.
- Before and after using playground equipment.
- Before and after eating any food, including snacks.
- Before touching face (nose, hands, or mouth).
- Whenever hands are visibly dirty.
- Regularly throughout the day.

If a sink is not available, alcohol-based hand sanitizer may be used.



## CASES OF COVID 19 AT SCHOOL

- If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow-up recommendations and messaging for staff, parents/guardians, and students. Schools and sites will collaborate with division staff and the Zone Medical Officer of Health during potential and confirmed cases.
- Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort/class home or to close a school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at home if they are required to self-isolate.



## CLEANING

We are developing a COVID-19 cleaning standard for all Division schools that aligns with provincial directives around cleaning and disinfecting. These increased measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- frequently cleaning high-touch surfaces such as water fountains or door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms

Our Division and schools are procuring all COVID-19 cleaning and safety items on behalf of all our schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19. It also ensures that all schools have equitable access to these supplies.

## PPE

Within the context of K-12 education, Personal Protective Equipment (PPE) is primarily focused on non-medical masks. Practices such as physical distancing, hand washing, staying home when sick, and increased environmental cleaning continue to be priority public health measures.

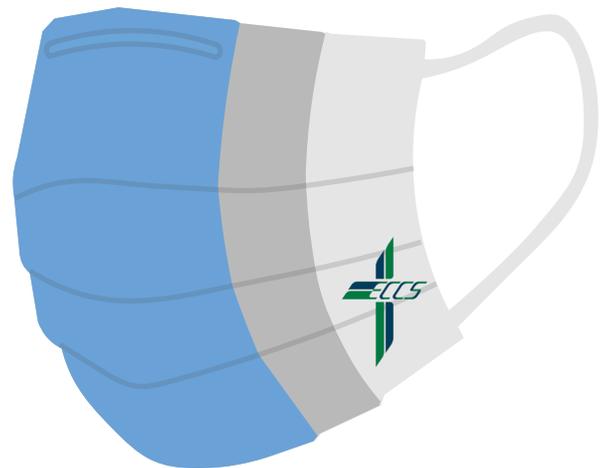
There may be certain contexts in which enhanced PPE is necessary and will be the expectation. This would include times when a student, staff or guest becomes ill while at school and is required to isolate until they can be safely picked up and taken home. Other contexts include staff working with medically complex students for whom it is impractical to maintain a distance of two metres while working with the student.

## MASKS

The present guidance from the Chief Medical Officer indicates that staff and students in Grades 4 - 12 will be mandated to wear masks. Although not mandated for K-3, the use of masks is strongly recommended to help reduce the potential for transmission and exposure. All staff will be provided with 2 reusable face masks and face shields for their use. Alberta Education will be providing two reusable masks for each student.

Masks are particularly recommended in circumstances where there is prolonged close contact (greater than 15 minutes) and distance of two metres cannot be maintained.

### Personal Protective Equipment (PPE)





## ARRIVING AT SCHOOL

All students will have an assigned door to use every time they enter and exit their school. When students arrive at school, they will:

- wear their reusable mask;
- go to the area outside their assigned door;
- follow physical distancing guidelines to stay at least two metres apart while they wait outside; and
- line up when it is time to enter the school, following physical distancing guidelines, and wait for staff to bring them into the school.

School staff will be outside to remind students of these requirements and to help students line up keeping an appropriate distance from each other.

Many schools will develop staggered entry schedules to limit how many students enter the school at once. This schedule may be slightly different from the regular bell schedule.

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

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 book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

## LOCKERS

Schools will be developing procedures to address the social distancing requirements and use of high touch surfaces while accessing student lockers. Students will also be encouraged to minimize the number of belongings they have at school.

## ASSIGNED SEATING

In order to promote physical distancing, students will be assigned seating throughout the day, including at lunch. This is in order to maintain cohort integrity and help assist with contact tracing, if required.

## SUPPLIES

Students must use their own personal supplies as much as possible. Sharing of materials is discouraged.

## WASHROOMS

Washrooms will be cleaned and high touch areas disinfected several times per day. Depending on the size of the school, students may be assigned a particular washroom for use. There may be a maximum number of students allowed in a washroom at one time.

## WATER FOUNTAINS

Water fountains present a challenge in the effort to reduce transmission of the COVID-19 virus.

Students will be encouraged to bring water bottles from home, filled to start the day, and may subsequently fill those bottles throughout the day as needed. The use of water fountains in their traditional manner will not be available for use. Water filling stations will be the source of water for students to refill their personal water bottles.

## COMMON AREAS

Common areas such as foyers, learning commons or T-intersections in hallways can result in students gathering. Schools will have measures in place to promote physical distancing in these areas, such as limiting the number of students allowed in the area at a particular time.

Students may be required to walk directly through some areas to prevent students from crowding together in groups. In high-traffic areas, such as the school office, signage such as posters and floor decals will remind students and staff to keep a safe physical distance. There will also be a maximum number of individuals who can be in the school office at one time. Staff will supervise these high-traffic areas and remind students of the need to adhere to any physical distancing protocols in place.



## DISMISSAL

School administration may develop slightly staggered dismissal times, where feasible, to allow students the opportunity to exit the building without the entire school population dismissing simultaneously. Factors such as age, bussing, and weather will certainly influence these strategies. Your school administration will share more details on these strategies, if implemented.

A reminder that parents waiting for their children to be dismissed are asked to wait outside the school and to park only in designated areas.

## PLAYGROUNDS

It is recommended that playgrounds on school property be off limits before and after school. During the day, students will be provided access to the school yard and playground equipment in a manner that supports cohort integrity and the maintenance of physical distancing. This could include such strategies as staggered recesses, zones of play and schedules for equipment access. The details of these will be developed and shared by your school administration. Students will be expected to wash their hands using proper hand hygiene both before and after using playground equipment.

## CLOSED CAMPUS

In order to maintain cohort integrity for contact tracing purposes, the division is highly recommending that students remain at school during lunch time and breaks. If your child goes home for lunch, we ask that you contact your school administration.

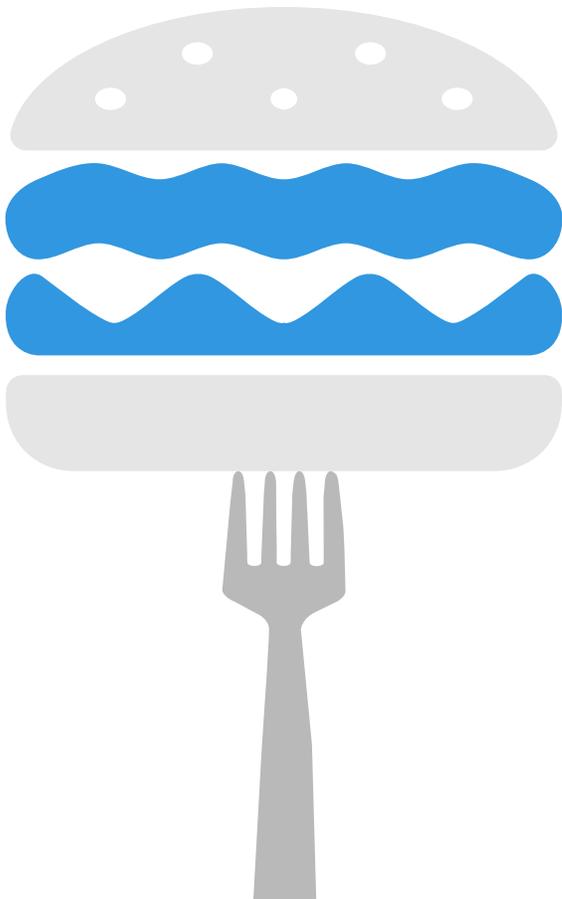
Students who have their parents' permission to leave the school during lunch must leave the school by their assigned door and maintain physical distancing from others while away from the school.

## LUNCH

Students will be encouraged to bring healthy lunches from home that do not require the need to be heated. Microwaves will not be available for use at this time. Additionally, canteen and cafeteria services may be restricted in their scope of offerings. Further, with closed campuses, students will not be able to leave school to access convenience stores or fast food providers.

## FOOD IN SCHOOLS

There are clear provincial guidelines around food in schools during COVID-19. As a result, treats cannot be sent from home for birthdays or special days, and teachers will not hand out food or treats in the classroom. Potluck events, barbecues, food trucks or special lunch days (e.g. hot dog day) are all postponed at this time.



## NUTRITION PROGRAMS

Schools that offer school nutrition programs will need to adhere to the following provincial guidelines:

- the food preparation area will be closed off to non-designated staff and any students;
- under Scenario 1, partner staff responsible for operating the school nutrition program will be allowed in the school to help deliver the program;
- partner staff must adhere to all COVID-19 health protocols and will not be able to enter the school if they have symptoms;
- all food served to students needs to be served in prepacked portions or served to students by designated program staff;
- utensils will be used any time food is served to students;
- there will be no shared food condiments or seasonings, such as ketchup or salt and pepper; and
- any leftover food from this service will be thrown out—schools will not be able to package leftovers to send home to families.

## VOLUNTEERS

At this time, we are not allowing volunteers in schools. We value the support they provide us, however this is in an effort to maintain cohort integrity and promote physical distancing. We hope to be able to welcome volunteers at a later date.

## VISITORS TO SCHOOLS

All ECCS staff, including staff from multi-disciplinary teams and facilities, will have access to school sites. Additional visitors directly related to the immediate educational programming of students (i.e. student teachers, psychologists, etc) will be permitted following ECCS safety protocols. Artists-in-residence or other guest speakers are not permitted. All visitors must wear a mask and practice proper social distancing and hand hygiene practices upon entry to ECCS facilities.

Parents are key partners in their child's education. We encourage parents to make phone or online appointments with school staff rather than in-person visits to the school.

As a Catholic school community, scheduled visits from the Parish team (priest, youth workers) will continue to be welcomed into the school following standard safety protocols.

## COVID-19 VISITOR LOG

When a parent or visitor enters the school with an established appointment, they should be asked to use the [self-screening tool](#) before entering. If a visitor or parent answers YES to any of the questions, they should not be permitted to enter the school.

Upon entry, the parent or visitor must wear a mask, hand-sanitize and then report directly to the office to check in and sign the visitor log. From there, they will be directed to the person with whom they are meeting.

A record (sign in) of all visitors who remain within the school for more than 15 minutes must be kept. This record must include the first and last name of the visitor, the person with whom they are meeting and the time of arrival and departure.

## TRANSPORTATION

Parents and children/students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.

Masks are required for all students in Grades 4-12. Students will be assigned seats and a record of this seating plan will be kept in order to assist with contact tracing in the case of a student diagnosed with COVID-19. Students who live in the same household will be seated together.

ECCS is working with BTPS to develop procedures for student loading, unloading and transfers that support physical distancing when possible and may include:

- Children/students loading from the back seats to the front of the bus;
- Where feasible, limiting the number of students per seat unless from the same household;
- Students from the same household or cohort may share seats; and
- Students start unloading from the front seats to the back of the bus.

If a child becomes symptomatic during the bus trip, the driver will contact the school to make the appropriate arrangements to pick up the child/student.

There will be an increased frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices, and GPS prior to each run.

Families are encouraged to make alternate arrangements for transportation should they not feel comfortable with their children on school buses.

## Learning Commons

Learning Commons are an integral part of student learning and school culture. ECCS encourages the safe opening of Learning Common spaces for students and staff.

Administrators will develop routines for the safe distribution of library materials in order to meet COVID-19 restrictions. This may include limited access or wait times for materials.

## EMERGENCY PROCEDURES

The safety of students remains a top priority. Drills must still be conducted within the next school year in the interests of school/site safety practices.

Physical distancing should still be employed where possible (example: Outside during a fire drill), and other risk mitigation strategies should be used, including mandatory hand-washing/sanitization following a lockdown practice or fire drill.

The guiding principle of “life over limb” should be the prime consideration in emergency situations, with as much consideration of risk mitigation practices as possible, given the circumstances.





## FAMILY CHOICE

In March, the Alberta government announced that in-person classes were cancelled indefinitely and students shifted to distance and online learning. Students, families, and staff across our division did a great job navigating this sudden change.

As we organize for 2020–2021, we know that all our students need access to high-quality instruction. We also recognize that in-person classes might not be appropriate for all families and staff, depending on their personal circumstances and well-being. That is why we are offering choice.

Families will be able to decide, at two key times throughout the school year, whether their child will attend school in person or choose to learn at home through online instruction. These are the key intervals for selecting in school or an online teacher-directed program at the School Of Hope.

- September to January
- February to June

## IN-PERSON LEARNING IN SCENARIO 1

Students who attend school will be assigned to a class where a classroom teacher will support their learning. If a student needs to stay home due to illness, their classroom teacher will provide work to support their learning. The teacher will **not** provide online instruction.

## Alternative Learning

East Central Catholic families will have the following options for school registration in the fall:

1. Enrolling in the local community brick and mortar school. (Blessed Sacrament, St. Jerome, St. Thomas Aquinas, Therasetta, Christ-King School)
2. Enrolling in the School Of Hope  
Online Program



## ONLINE LEARNING IN SCENARIO 1

Students who learn online will be part of an online learning group with an assigned teacher. This learning format will include live online teacher instruction, directed activities and assignments that students will complete independently. Online students will be transferred from their local community school where they registered for 2020-2021 to the SOH. However, their online teacher may not be a staff member at that school. As well, students in an online learning group will often be from more than one division school.

Online instruction will cover all the required areas of the provincial curriculum. Teaching will focus on the core subject areas with a modified focus on complementary courses (electives). The division will explore meaningful ways to deliver alternative programming to online students, but we cannot guarantee that all alternative programming options will be available online. Families with children registered in an alternative program will continue to receive information from their local community school and the SOH program.

## SCHOOL FEES

School fees continue to be assessed and collected for those items that enhance the educational experience for students, as well as supplemental education fees as authorized by the Minister of Education. The fees for your school are posted on the school websites and remain in place for the 2020-21 school year. We recognize that COVID-19 has created undo hardship for many families and if you find yourself in a difficult financial position, you are asked to speak to your school principal to facilitate the development of a plan to address the school fees assessed to your child(ren).

## INCLUSIVE STUDENT NEEDS

All our resident students and their parents/caregivers are welcome into our schools. All staff are committed to collaborating, identifying, applying, and monitoring practices which enable all students to reach their full potential. This includes spiritual, social, emotional, physical, and academically within the program of studies alongside their peers.

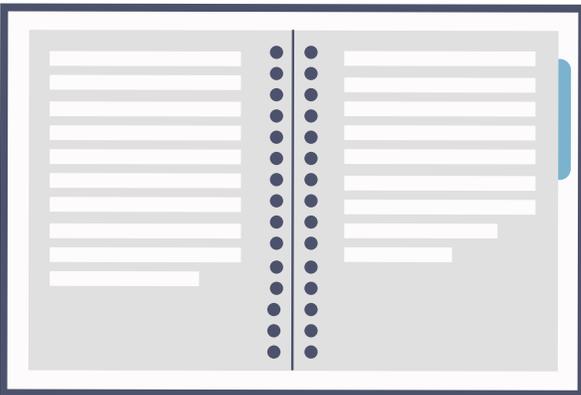
Needs are assessed on a case-by-case basis to determine the levels of support required to safely bring students into the school environment and any specialized supports will be noted in the IPP (Individualized Program Plan). In circumstances in which students who require support and adaptation to public health measures, plans will be developed within and documented on the student IPP.

## TECHNOLOGY USE

Schools will organize in-person instruction to minimize sharing of devices such as Chromebooks and iPads. That could mean schools assigning technology to specific cohorts at certain times or to individual students for extended periods of time. Devices will be disinfected between uses according to division COVID-19 cleaning guidelines.

Students may be encouraged to bring their own devices to school as an alternative to assigning school devices to students. Students who bring their own devices will be responsible for taking their devices home to charge when required.

Families who choose to have their child participate in online instruction require access to a device and a reliable internet connection at home. Families without this access should contact their school administration to borrow a device and arrange internet access, if required.



## ASSESSMENT

Consistent with established ECCS practices, students will continue to be assessed through outcome-based, ongoing assessment and reporting. Parents can review their child's achievement using their PowerSchool login. Students in high school will receive their summative assessment grades at the end of every quarter.

At this time, parent interviews will be conducted via phone calls or online.

### Provincial Achievement Tests & Diploma Exams

- Participation in Grade 3 SLAs remains at the teacher's discretion.
- As a division, ECCS will be participating in the Grade 6 and 9 Provincial Achievement Tests in scenarios 1 or 2.
- Grade 12 Diploma Exams in scenario 1 are required by the province and will continue to count as 30 percent of the student's final diploma coursemark.



## MUSIC

- **September 12th** - New guidelines have been issued that allow limited band practices, indoor singing and wind instrument concerts “provided distancing, enhanced cleaning and other precautions are implemented.” Choirs can begin performing again with maximum size limits and masking when singing. Audience singing is still not allowed and congregational singing in places of worship remains “discouraged.” Alternatives will be explored such as:
  - Recording or live-streaming individual performers in separate locations;
  - Focusing on music appreciation or theory;
  - Playing instruments that are lower risk (example: percussion or string instruments over wind instruments)

## PHYSICAL EDUCATION

Physical activity is an important element in student health and well-being. In order to provide physical education experiences for students the following guidelines are being highly recommended:

- Equipment will be cleaned before and after use
- Activities supporting increased physical distancing are encouraged;
- Use of shared items or sports equipment is discouraged;
- Shared equipment will be cleaned before and after each use;
- users must perform hand hygiene before and after each use of shared equipment;
- Students are encouraged to come changed for their activities as lockers will not be accessible; and
- Outside activities to be encouraged when and where possible.

## ART

No sharing of equipment or art supplies unless equipment and supplies can be properly sanitized between needed use by multiple students.

When creating art in the classroom, procedures will be establish regarding:

- Small group instruction
- Limiting student movement in the room
- Individualized art supplies for in-class use

## CTS

For all CTS programs, all participants should ensure they are practicing hand hygiene before and after each use. As much as is practicable, shared equipment and surfaces will be cleaned between use.

## LABS

Schools will follow COVID-19 health protocols to determine how to deliver lab-based learning safely. In some cases students will participate directly in the learning experience. In other situations, teachers may need to demonstrate the learning experience.

## WORK EXPERIENCE

Work experience may resume as long as the risk of infection is mitigated for all participants. The student is expected to follow health rules set out by the workplace which should comply with the [Workplace Guidance for Business Owners](#).



## FIELD TRIPS

Field trips involving extended travel, overnight accommodation, provincial, national or international travel are suspended until further notice. If a field trip occurs within close proximity to the school, including the local parish, and other safety protocols remain in place, they will be supported.

## ASSEMBLIES & CELEBRATIONS

Assemblies and celebrations will be conducted in small groups or virtually within the school to adhere to appropriate physical distancing requirements. Cohort integrity is the priority focus when determining whether students will be assembled.

## ATHLETICS AND EXTRACURRICULAR ACTIVITIES

At this time, athletics and extracurricular activities are suspended. These frequently involve travel, close contact, lack of cohort integrity and, while valuable, are not essential to the academic educational needs of the students. Further direction is expected on this aspect of school operations in the near future.

**September 12th** - ECCLS and BTPS are allowing sporting practices after school hours as long as all social distancing, hygiene, masking, and cleaning protocols are followed.

## GRADUATION

Planning for graduation activities for the 2021 grade class is allowed, however special contingency plans **MUST** be put in place by the school administration in the event large gatherings are not supported by the Chief Medical Officer.

Any planned activities schedules for the class of 2020 in the fall will still proceed under the current Alberta Public Health Safety recommendations for large group gatherings.

## SCHOOL COUNCIL

School councils remain vital to school administration in the operations of the school. Parent voice and engagement is essential. School council members and the school principal/administration may choose to meeting via an online environment or face-to-face, they must met outside the regular school day and follow school and AHS guidelines and protocols around hand sanitizer use, size of meeting, wiping surfaces, and maintenance of physical distancing.

School councils are respectfully cautioned in the use of council funds to supplement division supplied materials and equipment related to COVID-19 safety measures. Although well intentioned, the division has approved vendors and will continue to equitably provide appropriate resources according to the mandate as directed by AHS and in compliance with OHS standards.



## Mental Health Helpline

Phone: 1-877-303-2642

This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental health services and referrals to other agencies.

Homewood Health (Staff members)

Phone: 1-800-663-1142

<https://homewoodhealth.com>

Kids Help Phone

Phone: 1-800-668-6868

<https://kidshelpphone.ca/>

Text Connect to 686868

Health Link

Phone: 811

<https://albertahealthservices.ca/assets/healthinfo/link/index.html>

Alberta Health Services

<https://albertahealthservices.ca>

Emergency Contact Services

Help in Tough Times

Healthy Together

First Nation and Inuit Hope For Wellness Help Line

<https://hopeforwellness.ca>

Phone: 1-855-242-3310

Alberta Health Services FAQ

Alberta Scenario One Re-Entry Plan

Alberta K-12 School Re-Entry Plan

Alberta Parent COVID-19 Resource Toolkit

East Central Catholic School Division

Phone: 780-842-3992

Email: [reception@ecacs16.ab.ca](mailto:reception@ecacs16.ab.ca)

Blessed Sacrament School

Principal: Michelle Folk

Phone: 780-842-3808

Blessed Sacrament Outreach School

Principal: Michel Despins

Phone: 780-853-2188

St. Jerome School

Principal: Allan Chase

Phone: 780-853-5251

St. Thomas Aquinas School

Principal: Sheldon Tameling

Phone: 780-753-6838

Theresetta School

Principal: Roger Fetaz

Phone: 403-882-3309

Christ-King School

Principal: Tara McMillan

Phone: 403-742-0280

School Of Hope

Principal: Michel Despins

Phone: 780-853-2188



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