

# Peace River School Division 2020-2021 School Relaunch Plan

## Scenario 2



Updated – August 4, 2020

**Scenario 2: In-school classes partially resume  
(with additional health measures)**



***Peace River School Division***

*Learning Together - Success for All*

## Introduction

The Peace River School Division (PRSD) is pleased to provide its 2020-2021 Scenario 2 School Relaunch Plan. Outlined in this plan is the division's response in the event the Government of Alberta directs school divisions to follow Scenario 2 where in school classes -would partially resume with additional health measures. This plan has been developed based on the [Scenario 2 Guidance Document](#) provided by the Government of Alberta.

On July 21, 2020, Alberta Education advised that schools will be operating under scenario 1 (resumption of in school classes with extra health measures) at the start of the 2020-2021 school year. Nevertheless, please be aware that as the status of the pandemic changes, and upon future direction from the Chief Medical Officer of Health and Alberta Government, we may be required to quickly move from one scenario to another.

As communicated in the [PRSD 2020-2021 Scenario 1 School Relaunch Plan](#) released on July 15, 2020, the three possible scenarios for educational delivery at the start of the school year are as follows:

1. In-School Classes resume (near normal operations with health measures)
2. In-School Classes partially resume (with additional health measures)
3. At-Home Learning continues (in-school classes are suspended/cancelled)

For each school relaunch scenario, one of our guiding principles for decision making is "we will ensure health and safety of our students and staff." This Scenario 2 plan is designed to support our collective responsibility to ensure we maximize health and safety for students and staff while also ensuring that student learning continues.

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 the PRSD's mission of "Learning Together-Success For All."

I especially wish to thank members of our senior leadership team who have worked tirelessly over these last several weeks to develop this and related plans, our school administrators for their input and feedback and our students, parents and staff who participated in the re-entry survey in June. All feedback is being considered and will be balanced with guidelines provided by Alberta Education.

Paul Bennett  
Superintendent of Schools

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## General Building Safety

During COVID-19, general building safety is of great importance in all PRSD schools and facilities. Each school and facility will be subjected to the following cleaning and disinfecting processes, and **must** adhere to all of the guidelines listed below:

- Prior to school opening for the 2020-2021 school year, all schools will undergo a thorough cleaning.
- Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. PRSD locations will be cleaned and disinfected in accordance with the [AHS Cleaning and Disinfectants for Public Settings document](#) (please note this is a document from British Columbia. We will update with an Alberta document as it is available).
- 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 attached AHS guidelines poster. Proper hand hygiene and respiratory etiquette should be promoted. Schools must develop procedures that outline hand hygiene. Hand sanitizers will be placed at building entrances and exits, classroom entrances, high-touch areas such as microwave ovens and vending machines and other high traffic areas.
- Mask Use: Staff will be required to wear masks in all settings where physical distancing cannot be maintained, and grades four to twelve students will be required to wear them in all shared and common areas, such as hallways and on buses. Mask use for kindergarten to grade three students will be optional and encouraged where physical distancing cannot be maintained. All k-12 students and all staff will be provided with two re-useable masks.
- Microwave Ovens: Students and staff are required to clean the touch areas on a microwave oven prior to each use. The PRSD will be supplying approved disinfectant wipes for this cleaning purpose. Custodians will thoroughly clean each microwave on a weekly basis.
- Water Fountains: While water fountains can remain open, students and staff are encouraged to use personal water bottles. Touchpoints on water fountains will be disinfected by the cleaning staff at least six times each day.

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 multiple times during the day.
- Supplies (paper towels, soap and spray bottles) will be checked daily when the classroom or area is unoccupied.
- If supplies are low, contact will be made with the custodian or school administration.
- Custodial staff must be aware of areas that have been occupied, and cleaning is required.

The following surfaces will be disinfected daily by cleaning staff:

- Classrooms: Desks, chairs, pencil sharpeners, telephones, doorknobs, light switches, sink faucets, soap dispensers.
- Hallways and Corridors: Light switches, elevator buttons, stair railings, water fountains and mouthpieces, entrance door handles, alarm panels, inside handicap door buttons.
- Washrooms: All surfaces.

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- 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 rub/sanitizer (AHS) [Poster](#)

## Screening

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

- Before leaving home each day they plan to enter school for work or education, staff, students, parents/guardians, volunteers, and any other visitors must self-screen for symptoms using the attached tool (See [Appendix C](#)).
- Parents and students must be provided with a copy of the screening tool during school registration with the expectation that it needs to be completed on a daily basis.
- 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 must be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Those who report symptoms must be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or 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 are recommended where possible. A cohort is defined as a group of students and staff who remain together. In scenario 2, a cohort will be limited to 20 students or less. Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school, and will assist public health officials in their efforts to trace contacts and contain an outbreak. It is still recommended to maintain physical distancing (i.e., spacing between desks) within a cohort, whenever possible, to minimize the risk for disease transmission.

Schools will be responsible for:

- Keeping students together during the day, including lunch, recess, etc.
- Whenever possible, having staff move to different areas to meet intact cohorts.
- Striving to limit the number of different teacher(s) and educational assistant(s) who interact with groups of students throughout the day (i.e., minimize the amount of mixing between students and different staff in the setting).
- Whenever possible, staggering transitions (i.e., class times, recess, and bathroom breaks) to minimize contacts with other cohorts.

## Scenario 2

- Assigning lockers based on cohorts.

### **Physical Distancing**

Physical distancing (2-metre spacing) is a useful public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. Where 2 metres is not possible between desks, the greatest possible spacing is recommended. In situations where physical distancing is not possible (i.e., busses, classrooms and some sporting facilities), there should be extra emphasis on hand hygiene, respiratory etiquette, and extra emphasis on monitoring health to help prevent participation when sick. Staff will be required to wear masks in all settings where physical distancing cannot be maintained, and grades four to twelve students will be required to wear them in all shared and common areas, such as hallways and on buses. Mask use for kindergarten to grade three students will be optional and encouraged where physical distancing cannot be maintained. All k-12 students and all staff will be provided with two re-useable masks.

Schools will be responsible for:

- Educating students, staff, and parents on the importance of physical distancing.
- Striving to maintain distance between cohorts by planning movements throughout the day.
- Where possible, keeping student desks in rows facing forward.
- Educating students and staff on the proper use of masks.

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

- Parents/guardians must remain outside of the school to drop off their children. They must not enter the school unless previous arrangements have been made with the school office.
- Individual school administration will determine student entry points, and drop-off and pick-up schedules.
- Physical distancing of 2 meters 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.

### **Expectations for visitors and volunteers**

- There will be no non-essential persons allowed into the school, and this restriction includes all parents/guardians with the exceptions noted below.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school (i.e., medical injections, learning supports, etc.)
- Prior to entering a school, essential visitors must use the self-screening tool ([Appendix C](#) screening questionnaire). If an essential visitor answers YES to any of the questions, the individual must 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 sanitizer will be required and made available upon entry.
- Visitors will be required to wear a mask upon entry.
- Physical distancing of 2 meters must be maintained.

## Scenario 2

- A record of all visitors who enter 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. Transportation management staff will meet with all school bus drivers and school administrators prior to school start-up to review COVID-19 requirements.
- Parents are encouraged to use private vehicles where possible to decrease transportation density (i.e., to assist in achieving physical distancing).
- Parents will be required to complete daily at-home screening for their child(ren)'s symptoms prior to students boarding the school bus. ([Appendix C](#) - screening questionnaire)
- Parents and students must not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
- Students will be required to wear a mask while traveling on a school bus.
- The bus driver will be provided with a protective face shield for use during loading and unloading and will be required to wear a mask when physical distancing cannot be maintained.
- Front row seats will have no occupancy (2-metre physical distance from the school bus driver).
- Bus drivers will be provided with five cloth reusable non-medical masks for emergency use.
- Students will be assigned seats, and a record of this seating plan will be kept and updated as needed in order to assist with contact tracing. Students who live in the same household will be seated together whenever possible.
- In an effort to limit food sharing and to sustain appropriate levels of hygiene, students will not be permitted to eat while on the school bus.
- Attendance records will be kept for contact tracing purposes and retained for two months.
- Bus notes will be suspended due to contact tracing requirements.
- The PRSD Transportation Department will support schools in developing procedures for student loading and unloading that support physical distancing of 2 metres between all persons (except household members and cohort students), supporting respiratory etiquette, and accessing hand hygiene when possible, and may include such considerations as:
  - 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 start unloading from the front seats to the back of the bus;
  - Transferring of students will be suspended, unless in mechanical situations (bus breakdown);
  - Interschool service between schools will be suspended;
  - If a child becomes symptomatic during the bus trip, a mask will be made available. The driver will contact the PRSD Transportation office, who will contact an office manager at the appropriate school;

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- A communication workflow process for outbreak notifications will be adopted to include reporting from Holy Family Catholic Regional Division (HFCRD), Conseil Scolaire du Nord-Ouest (CSNO) and Grande Prairie Catholic School Division (GPCSD) to the PRSD Transportation Department;
- Buses will be kept dedicated to one driver as much as possible;
- 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, paper towels and hand sanitizer;
- Completion of required ongoing cleaning on buses will be documented on driver timesheets.

## In-person Learning

Schools will develop procedures and plans:

- For an “in person” kindergarten to grade nine schedule that ensures necessary physical distancing is achieved throughout the day.
  - Kindergarten to grade nine classes consisting of 20 or less students will follow a normal Monday to Friday in-person schedule.
- For an “alternating in-person” kindergarten to grade nine schedule (where student numbers are too large to achieve the necessary physical distancing). In this alternating in-person arrangement, students will be assigned to one of two groups, and will either follow a three-day/two-day or a two-day/three-day attendance pattern during each two-week cycle.
  - Kindergarten to grade nine classes with more than 20 students will be required to adopt an alternating in-person schedule.
- For “in-person” learning for all grades 10 to 12 classes with 20 or less students while following all health measures recommended in this plan.
- For synchronized (real time live) virtual (at-home) learning for all grades 10 to 12 classes of more than 20 students.
- For in-person learning that supports physical distancing where possible, and to separate cohorts to the greatest extent possible (**See the Cohorting section above for further guidelines**).
- To best address traffic flow throughout the schools. This may include:
  - one-way hallways;
  - single direction lanes in hallways;
  - designated entrance and exit doors;
  - restricted access to high traffic and gathering areas (**See the later section on risk mitigation for high traffic areas**).
- To minimize the amount of student transition time throughout the day (i.e., teachers could move between classes instead of students moving).
- To enhance the flexibility of transitioning from this scenario to another (i.e., shifting from scenario 1 to 2 to 3) by promoting common planning for delivery of essential outcomes in the core subjects.
- To stagger lunch/breaks/recess to maintain physical distancing among students where possible.
- For implementing safe activities. Consideration must be given to:



## Scenario 2

- pursuing learning and physical activities where optimal physical distancing can be achieved. Guidelines for resuming indoor sport are under development by provincial bodies and will be shared when available (**See the Physical Distancing section above for further information**);
- avoiding field trips and activities requiring group transportation;
- avoiding activities involving shared surfaces or objects frequently touched by hands;
- the ease in which high touch surfaces (e.g., electronic devices, science and music instruments, tools/equipment, toys) are able to be adequately cleaned after each activity (**See the later section on Expectations for the Shared Use of Equipment and Resources**).
- Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as:
  - Recording or live-streaming individual performers in separate locations;
  - Including more lessons focused on music appreciation or music theory;
  - Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments).

## Risk Mitigation for High Traffic Areas

Schools must institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas. This may include:

- Adopting an alternating “in person” K-9 schedule (where necessary to maintain physical distancing) where the twenty or more students are assigned to one of two groups, and either follow a three-day/two-day or a two-day/three-day attendance pattern during each two-week cycle.
- Staggering start and end-times for classes to avoid crowded hallways.
- Posting signs, using stanchions and marking floors.
- Establishing one-way hallways or single direction lanes in hallways.
- Removing and restaging seating in public areas to prevent gathering.
- Considering limiting bathroom occupancy at any one time.
- Designating entrance and exit doors.
- Restricting access to high traffic and gathering areas.

## 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 labelled (with a removable label) for a single student. Where not feasible, designate the equipment to the fewest number of students.
- Equipment that is shared must be cleaned and disinfected after each use. Note that cleaning protocols will vary depending on the type of equipment (i.e., alcohol-based cleaners must not be used on Chromebook or other electronic screens). Specific cleaning protocols will be shared as necessary.

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- Students/staff must use hand sanitizer and/or follow other hand hygiene protocols before collecting and returning equipment to the storage areas.
- Individual schools will make arrangements for storage of personal items. Schools must give consideration to appropriate physical distancing and cleaning and disinfecting procedures.

### Auxiliary Spaces

- In addition to using auxiliary spaces (e.g., gym, library/learning commons, foyer, cafeteria, etc.) for their intended purpose, these spaces can be used to create physical distancing for the delivery of various other educational programs.
- The use of gymnasiums to deliver physical education programming must consider the following:
  - When possible, physical education should be done outside as the risk of transmission is more likely to occur indoors.
  - Administrators and teachers should choose activities or sports that support physical distancing (e.g., badminton over wrestling).
- School assemblies or other large gatherings (e.g., concerts or dances) must be avoided. Virtual gatherings should be utilized.

### Work Experience Programs

Participation in work experience programs will only resume as long as 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 must 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.

### International Programs

In light of nationwide travel restrictions, participation in international programs is suspended until further notice.

### Food Services

- Activities that involve sharing of food (including sharing of utensils, condiments, etc) between students or staff should not occur;
- 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 or volunteers have access to food preparation areas, while food preparation is occurring;

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- No self-serve or family-style meal service. Instead, switch to pre-packaged meals or snacks served by designated staff or volunteers;
- Food provided by the family is stored with the student's belongings;
- There are no common food items (i.e., salt and pepper shakers, ketchup, etc.).
- Students/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 in their assigned classroom.

## Response to Illness

Prior to coming to the 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 supervising students 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 is isolated where possible, and the parent/guardian is notified immediately to pick up the student.
- If there is not a separate room available for the student while waiting to be picked up by a parent/guardian, the student is kept at least 2 metres away from all other staff and is wearing a face mask.
- The isolation space for the sick is cleaned and disinfected after the student leaves, and any items that cannot be disinfected (i.e., paper books or cardboard) are placed in a plastic bag and stored for a minimum of 10 days.

Staff should:

- Upon showing 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.
  - After 10 days of self-isolation following the start of symptoms or with a Doctor's note.