



Re-Entry Plan for Scenario 1

August 2020

This document has been prepared with guidance/direction from the Government of Alberta and Livingstone Range School District. We appreciate your understanding that the contents of this document are subject to change due to COVID-19 circumstances.

We ask that you consider a staggered start for your child/children to allow teachers an opportunity to introduce health measures and new routines as outlined in this document. Students with surnames A-L are invited to start on Tuesday, September 1, students with surnames M-Z are invited to start on Wednesday, September 2. Teachers will approach these days as 'two first days of schools'. This will be optional, and any family may send their children on Sept. 1.

Parents are required to provide emergency contacts for their child/children. This is vitally important in the event a child is unwell and parents are unavailable. Children who are unwell will be isolated, but must be picked up. Families are encouraged to review [COVID-19 in school \(K-12\) settings : A resource guide for schools before, during, and after a COVID-19 outbreak.](#)

We look forward to having students in classes. The health and safety of our students, families, and staff continue to be the top priority. If you would like further conversation, please contact garnere@lrsd.ab.ca or dembickim@lrsd.ca, or call the school to arrange an appointment.

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Physical Distancing, Hand hygiene/sanitation, Wearing of Masks

- Parents will be asked to wear a mask beyond the front gates, and into the schools. Parent/visitor entry to the school will be by appointment.
- Students, staff, and visitors are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom.
- Additional sanitizers installed inside school entrances.
- Teaching hand hygiene and respiratory etiquette in an age-appropriate way through song/poems, etc., is a priority. Coughing/sneezing into sleeves will be emphasized.
- Water fountains will be closed. All students will be provided with water bottles from LRSD, but may use their own water bottle from home. Water bottle filling stations are available on each floor of the school.
- Proper hand hygiene and respiratory etiquette will be emphasized in classrooms.
- Portable plexiglass barriers will be available at each grade level. Grade-cohort teachers may schedule the use of the barriers, and must sanitize the barrier after use.
- Staff will be expected to maintain physical distance with students, if possible, and when with other staff in the staff room. Staff meetings will be held either virtually, or in a space where distancing is possible.
- Staff will wear masks when in the hallways, when working with individual students, and when physical distancing is not possible.
- The use of face shields will be optional for staff.
- Staff will follow the same procedure for hand sanitizing as the students, with increased use of sanitizer in the classroom, as needed.

Cohorting:

The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained. A cohort is defined as a group of students.

- Students/staff will be cohorted by classroom, and by grade for recesses.
- At the start of the school year, the art/music/phys. ed teachers will travel to classrooms to deliver content. These staff members will be required to wear masks in classrooms.
- Supervisors for recess will be assigned specific cohorts.
- The school will maintain Contact Tracing Logs that will be shared with local Health Authorities, if needed.

In Person Learning:

- Students will meet their grade-cohort in a designated area and enter the school in small groups.
- Classes will be assigned schools doors to use for entry/exit.
- Students will be led through hallways outside for recesses by teachers/EAs.
- Reteach/reinforce walking through halls “on the driving side” (right side); teacher/EA must accompany classes when walking through the hall. Signage and/or floor markers will provide visuals to support 2 way traffic in hallways.
- Scheduled bathroom and recess times by cohort (grade level). Those who ‘need to go’ will not be denied. Classrooms will use bathrooms on their floor. Students who require use of the individual bathrooms (typically ‘adult’ bathrooms), will still be able to use the one they are assigned to on their floor.
- For activity planning, staff will keep the following questions in mind to determine the risk of the activities and **whether they are allowed to proceed:**
 - Does the activity involve shared surfaces or objects frequently touched by hands?
 - Can an activity be modified to increase opportunities for physical distancing?
 - What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?

Classrooms

- Students/staff will use hand sanitizer upon entry/exit.
- Classes will have 18-25 students, and teachers will encourage physical distancing as much as possible.
- Classroom area rugs and soft furnishings have been put into storage. Teachers have removed extraneous materials/furniture, and will organize student materials into individual packages.
- Teachers will encourage students to be facing forward during learning times.
- Students will be at individual desks and, in some cases, at individual tables. If larger tables are used, 1 student will be at each end. Students will all be seated facing the same direction.
- Students may sit side-by-side for reading/partner work only if masked.
- When the teacher is working with individuals s/he will be masked, and will use her/his face shield, or will be seated behind a portable plexiglass carrel.
- The speech-language assistant will be seated behind a plexiglass carrel, unmasked given the nature of the work, with only individual students (i.e. no small group work).
- Classes are held outdoors as often as possible. Teachers will need to schedule the areas they will use, and only grade cohorts will be able to share the same place at the same

time.

- Classroom windows will remain open as often as possible. Teachers will be allowed to use air fans in their classrooms only when no students are in their classrooms, until further notice.

Student Arrival/Drop Off

- Parents will receive the [Alberta Health Daily Checklist](#) multiple times prior to and following school start via paper, email, social media platforms, and school newsletter
- Parents are required to have completed the [Alberta Health Daily Checklist](#) before attending school each day.
- One Administrator/Staff member will meet buses and an Admin/staff member will be at the front gate to direct students to their cohort meeting spaces.
- Teachers will meet their cohort outside prior to the bell. Cohorts will enter the school by cohort.
- Students driven to school will enter by the front gate and move immediately to their designated cohort area. Drop-offs must arrive after 8:30 when supervision is available. Parents are asked to walk their child from the parking lot to the gate, and then return to their vehicle.
- If students arrive at school and appear 'unwell', the child will be isolated and parents will be called to pick up, unless 'unwell' is the child's baseline. A conversation with parents will help determine 'baseline'.
- Students who are late shall report to the main doors for entry. Parents will be required to contact the school ahead of time to ensure a staff member is there to meet them.
- Parents will be asked to wear a mask upon entering school property.
- Teachers will ensure students use the hand sanitizer before proceeding directly to the classroom.

Student Dismissal/Pick-Up

- Students/staff will be required to use the hand sanitizer prior to exiting the school.
- Pick-up and walking students will be dismissed earlier than bus students.
- Students who are being picked up by a parent, or who walk home, will be dismissed first, then bus students are dismissed. To avoid a congregation of families in front of the school, parents are asked to remain in their vehicles until designated pick up time. Parents who pick up their child will be encouraged to leave the area in front of the school as soon as possible, and are asked to not linger and visit.
- Bus students will be dismissed by grade-cohort and will be encouraged to use physical distancing.

Lunch and Recess

Recesses

- Recess times are scheduled by grade- cohorts.
- Students will sanitize their hands upon exiting and entering the school.
- Only one grade-cohort will be on either the field/hill or playground/loose parts area per recess time.
- Students will continue to have 2 recess times each day, scheduled by grade-cohort. Additional recesses may be scheduled and supervised by classroom/grade-cohort.
- In the rare event of an indoor recess, this will be inside student classrooms.
- Teachers/grade level EA will supervise their classes for arrival and morning recesses.
- Admin and grade level EA will supervise lunch recess and lunch time for a specific grade cohort (e.g. K/gr. 2 and gr. 1/3).

Lunch

- All students will wash hands before and after eating.
- Students will eat before going out for recess, allowing time for classrooms to be cleaned.
- Until further notice, all students will eat at their desk/table in their classrooms.
- Lunch rooms will be closed until further notice. Students will eat in classrooms.
- *NOTE: The sharing of snacks/birthday and special day 'treats' from home for classrooms is suspended until further notice.

Washrooms

- Students will need to maintain physical distance when waiting to use the sinks or hand dryers. Floor markers will be added to support distancing.
- Occupancy in student washrooms will be limited. Signage will be posted on the door stating the limits.
- Middle faucets in sinks will be closed in student bathrooms.
- Proper handwashing signs will be posted in all washrooms, and will be reinforced in classrooms.
- Students will be taught how to use the paper towel dispensers, and to maintain distance when needing to use the paper towels and air dryers.
- Adult hallway washrooms will be available to students, if needed.
- Caretaking staff will frequently sanitize faucets, stall doors, toilet handles, paper towel dispensers. Garbage will be emptied regularly. Soap and paper towels will be replenished.

regularly.

- Staff will wear masks if using a hallway adult bathroom, and all washroom patrons will follow proper hand cleaning procedures.

Hallways

- Staff will continue to support students in learning to “Keep to the right”, or to walk “on the driving side”, rule when walking down the hallway.
- Staff will support students to stop, wait, and distance if hallway congestion occurs.
- Visuals will be posted for reference.
- Students will be restricted to the hallway where their classroom is located, unless travel to a common area is required.
- Staff will provide support to students anytime they need to move from one space to another.
- Staff will wear masks when in the hallways.

Physical Education/Gymnasium

- When weather conditions allow, students will participate in PE activities outside as the risk of transmission is reduced. Students/staff will use the hand sanitizer when exiting/entering the school.
- Gymnasiums can be used to deliver physical education programming when outdoor PE is not possible. Students/staff will use the hand sanitizer when exiting/entering the gym.
- The gym teacher will wear a mask due to interacting with several classes and cohorts each day.
- Use of shared items or sports equipment will be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.
- Teachers will plan activities that have limited contact, or activities where a 2 metre distance can be maintained between all participants
- Phys. Ed will be outside as often as weather allows, and will follow the [Guidance for Outdoor Fitness](#) as applicable to HAS.
- Gymnasium will be used to deliver physical education programming with activities that allow for social distancing. Students and staff will use the hand sanitizer when entering and exiting the gym.
- Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.
- Assemblies will be planned, as needed, using google Meet, and projected into classrooms

through the Smart Board.

Music, Dance & Drama, and Art Room

- Art room/classes: will be offered in classrooms until further notice.
- Music room/classes: will be offered in classrooms until further notice.
- The music teacher will follow the [Guidance for Music, Dance, and Theatre](#) to ensure student safety.
- The music teacher will travel and teach each cohort group in their classroom.
- In-person singing, cheering or shouting or playing wind instruments will be postponed at this time.
- Alternatives will be offered such as:
 - Recording or live-streaming individual performers in separate locations;
 - More lessons will be focused on music appreciation or music theory;
 - If instruments are introduced, they will be those that are lower risk (e.g., percussion or string instruments over wind instruments). These items are disinfected after each use.
- Physical distancing of students will be supported.
- Music, dance and drama performances are suspended until further notice, e.g. Christmas/Spring concert, guest performances.

Learning Commons and Classroom Books

- Learning Commons Facilitator will follow the [Guidance for Libraries](#) upon re-entry.
- Book sign out will be moved behind the counter. Facilitator Plexiglass will be installed at the sign out area.
- Students and staff will use hand sanitizer as they enter and exit the Learning Commons.
- One class at a time will be allowed in the Learning Commons. Teachers will need to schedule time in the Learning Commons and not alter this time without consulting the schedule, or making arrangements with the Learning Commons Facilitator.
- All books returned to the LC will be stored in a sealed container at the end of each day and stored for 72 hours before being re-shelved. Containers will be labelled Day 1, Day 2, Day 3, to be used on a rotation of 72 hours.
- Learning Commons Facilitator will put books on shelves that are forward facing so that students may “window shop” without having to touch books.
- In classrooms, individual reading ‘book bags’ are encouraged. Students will choose books from the classroom library on Monday, and return books on Thursday. Books then sit until

Monday morning, when they are re-filed on shelves prior to classes starting. If book bags are not preferred by the teacher, a plan for using books from the classroom library must be discussed prior to implementation with one of the School Administrators.

Expectations for shared use equipment:

- Teachers were directed in June to plan for organizing student materials into individual packages.
- Personal items: we will consider having extra student supplies and outside apparel stored in hallway cubbies/hooks that are colour coded to allow for distancing. Backpacks, lunch kits will be stored by the students' chairs.
- Individual reading 'book bags'- students will choose books from the classroom library on Monday, and return books on Thursday. Books then sit until Monday morning, when they are re-filed on shelves prior to classes starting.
- Art materials will be used by cohorts; e.g.gr. 1 will use pastels, gr. 2 will use markers, gr. 3 will use crayons; switch for following week.
- Equipment that must be shared should be cleaned and disinfected after each use.
- Students will store extra personal items in assigned cubbies/hooks.

Nutrition Program and Breakfast Club

- The Nutrition Coordinator will continue to practice meticulous hand hygiene and are excluded from work if they are symptomatic.
- The school's nutrition coordinator will handle, prepare and distribute all food for breakfast, lunch and snacks as part of the Nutrition Program. If the milk program continues, the nutrition coordinator will sell milk to students in their classrooms at lunch time. The Nutrition Coordinator will dispense cutlery, napkins and other items to students/children, if needed, rather than allowing them to pick up their own items.
- All food offered through the nutrition program will be pre-packaged.
- Food will be delivered and distributed to students in their classrooms, minimizing areas that would require cleaning and disinfecting.
- No school wide hot lunches will be offered at this time (School Council).
- Students will eat lunch in their classrooms following a staggered schedule. Students will be supported to not share utensils, dishes and water bottles or drink containers.
- No activities that involve the sharing of food between students or staff should occur. This included 'special treats' for the classroom sent from home.
- Recycling (bottles, milk cartons...) will be collected and sorted by staff wearing gloves and

masks. Non-refundable recyclables will not be recycled at this time.

- The school kitchen will be closed for use by students/children, non-designated staff, or essential visitors.

Playground, Loose Parts Areas, and North Field

- Students/staff will use hand sanitizer prior to leaving the school for recess, and upon reentry to the school after recess.
- Playground equipment and large loose parts (e.g. tires, branches, stumps) will be available for student use. Students will be taught not to be inside the tires.
- Rough and tumble play will be cancelled until further notice.
- Supervising staff will remind students of physical distancing, as needed.
- For recesses, the south side (playground/loose parts areas) and the north side (field, hill) will be used by one grade cohort at a time. These will be scheduled for use by a grade cohort for a week, then grade cohorts will be rotated to the other area for the next week.

Office and Entry Doors

- Office admin desk has been moved more than 6 feet away from the office counter.
- Office main door will be closed during the school day.
- Teachers will not send students to the office to collect supplies or pick up photocopies.
- Office window will have a plexi-glass barrier installed.
- Parents must make an appointment, if at all possible, to enter the school.
- The school office will be closed to visitors at entrance and dismissal times to eliminate lobby congestion.
- Visitors will be limited inside the school until further notice, and will continue signing in, in the event they are in the school.
- In protocol that started prior to COVID-19, LRSD has been in the process of locked entry doors for all schools. Contact phone numbers for access will be posted on the door if an appointment has not previously been set up.

Staff Lunchroom and Work Room

- Staff room signage will be posted stating occupancy is limited to 7 people.
- Work room signage will be posted stating occupancy is limited to 2 people. Individuals using the photocopy machine will clean the machine after each use.

- Staff shall wash their hands on entry or use hand sanitizer.
- Chairs/seating will be removed to reduce seating. Staff breaks will be staggered to meet the limit requirement of staff room and workroom.
- Items touched, such as microwave handles and buttons, kettle or coffee pot handles, cupboard and fridge handles, and faucet taps shall be disinfected by staff after each use.
- There will be no common food items (e.g., salt and pepper shakers, ketchup).
- Staff have been advised that sharing of food is prohibited until further notice, meaning they will only eat the food they bring to the school.