



West Country Outreach  
2020-2021 SCHOOL RE-ENTRY PLAN  
*Information for Parents & Guardians*



If you have questions about the school re-entry plan, please contact us at [wco@wolfcreek.ab.ca](mailto:wco@wolfcreek.ab.ca)

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## Message from the Superintendent and Board Chair

Parents, families and guardians,

On July 21, 2020 the Government of Alberta announced that students would return to in-person classes in September, at near-normal operations, with health measures in place. Following the provincial government's direction, Wolf Creek Public Schools (WCPS) is implementing the [Guidance for School Re-entry - Scenario 1](#) from Alberta Education and Dr. Hinshaw, the Chief Medical Officer of Health, for September 2020. Wherever possible, having children physically attend school is recommended and our teachers are eager to get back into the classroom and work with students. Parents should be reassured that our schools are meeting Alberta Health Services (AHS) guidelines in providing a safe environment for student learning. Dr. Hinshaw has stated the decision to allow in-school learning with public health measures in place weighs the risks of prolonged school closures on students' educational experience and overall well-being against the risk of COVID-19 outbreaks.

Student and staff safety remain our number one priority. To keep everyone as safe as possible, we have made a number of changes to school routines and practices. This school year will undoubtedly be different but by working together, being flexible and adaptable, and drawing on the trust and partnerships within our school communities, we enter this year with optimism and confidence.

It is possible that we may have to transition between scenarios during the school year. Health officials will work with school authorities to make the decision to transition all students to *partial* In-school Classes learning (Scenario 2) or Distance Education (Scenario 3) based on multiple factors including the number of COVID-19 cases in a zone or a school and the risk of ongoing transmission. Please note that changes may be made to this plan in response to changes directed by Alberta Education. The decision to transition to a different scenario will be made by Alberta Education, not Wolf Creek Public Schools.

In September, teachers will initially focus on the social and emotional needs of students and administering screening tools to identify gaps in student learning. Supporting students to be ready to learn is an important first step in school re-entry. Once teachers have identified gaps in student learning, they can plan their instruction to address these gaps prior to moving forward.

WCPS recognizes that each Wolf Creek family has unique needs and we are aware that not all families are comfortable with their child(ren) returning to in-school classes in September. While we will be offering in-school classes for students in September, an online learning option will be available through a shared responsibility

model. Details on this option are included in this document. By providing options we remain committed to providing an educational program for all students that best supports the child through different program delivery choices in WCPS.

Thank you in advance for supporting your child and our school system to take all measures to protect one another. There is nothing more important to us than the safety and well-being of our staff and students.



Jayson Lovell  
Pamela Hansen  
*Superintendent of Schools*  
*Board Cha*



## *A Message from the Principal*

**Dear parents, guardians and students...** It is with great excitement that we welcome you back to school in September. It has been a challenging time for all of us, and we acknowledge the need to see each other and reconnect as a school family. This will be a different experience, a new adventure, and a safe space for all, just as it has always been. We will work together to ensure that we prioritize our relationships and educational goals. We'll need you to be flexible and understanding, as we work through new protocols for safety. Change can be tough, but as Viktor Frankl said, "When we are no longer able to change a situation, we are challenged to change ourselves."

Let's remember who we are...our school symbol is the raven. Like ravens, we are inventive and resourceful, wise and resilient. We will work together to make this school year one of excellence in learning amidst laughter and fond memories. Looking so forward to seeing you all, on behalf of the entire staff,

*Alva Holliday, Principal*

*raven*

TRANSFORMATION  
KNOWLEDGE  
CREATIVITY  
CURIOSITY  
CREATION  
CHANGE  
PRESTIGE  
HEALING  
CLARITY  
HUMOR  
TRUTH



## In-school Classes

	<i><b>District Plan</b></i>	<i><b>School-Specific Added Guidelines</b></i>
<i>Implementing School Re-Entry Guideline</i>	The <a href="#">Implementing School Re-Entry Guideline</a> document released on August 20, 2020 should be reviewed by all schools as part of their re-entry planning.	
<i>Daily Health Check for Students and Staff</i>	Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms <b>each day before they leave for school</b> using the <a href="#">Alberta Health Daily Checklist</a> .	When signing in to the school, you will also be required to check a box on the sign-in sheet which acknowledges and affirms you have completed the Alberta Health Daily Checklist.

## ***Transportation***

<i>Buses</i>	<ul style="list-style-type: none"> <li>• Children/students should not board the bus if they have symptoms of COVID-19. Parents/guardians are required to conduct the <a href="#">self-screening tool</a> with their student(s) each day prior to boarding the bus.</li> <li>• Non-medical face masks are required for students in grades 4-12.</li> <li>• Non-medical face masks may be considered for students in grades K-3, however they are not routinely recommended.</li> <li>• Bus Drivers will operate their bus wearing a non-medical mask.</li> <li>• As much as practical, children/students start boarding from the back seats to the front of the bus while maintaining 2 metres of physical distancing.</li> <li>• As much as practical, students will be assigned seats and students who live in the same household will be seated together.</li> <li>• As much as practical, students start disembarking from the front seats to the back of the bus while maintaining 2</li> </ul>	
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	<p>metres of physical distancing.</p> <ul style="list-style-type: none"> <li>• Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run.</li> <li>• A vehicle cleaning log will be kept by each driver.</li> <li>• Hand sanitizer will be available on the bus.</li> <li>• Each school bus will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</li> <li>• No sharing of personal items (food, toys, water bottles, etc.).</li> <li>• 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. A child who becomes symptomatic during the bus trip should be provided a mask if they are not already wearing one.</li> <li>• All parents must complete the Riding a Bus Responsibility Card that will be distributed by drivers.</li> </ul>	
<i>Arriving at the School</i>	<ul style="list-style-type: none"> <li>• Parents and children/students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.</li> <li>• Each school will develop procedures for student pick-up and drop-off that allow physical distancing of 2 metres between families (as much as possible), support respiratory etiquette and access to hand hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents, friends, and siblings who are providing a ride to students, either to or from school, will not enter the school, and must remain in their vehicles.</li> <li>• RJSH dual students will enter the school from the rear door, complete the sign-in attendance sheet and acknowledge the AB Health Daily Checklist prior to entering the building,</li> </ul>
<b><i>Entry Protocols</i></b>		
<i>Stay at Home when Sick</i>	<ul style="list-style-type: none"> <li>• Stay at home if exhibiting symptoms of COVID-19 that are not related to a pre-existing illness/health condition.</li> </ul>	
<i>Staggered School Year Start Dates</i>	<ul style="list-style-type: none"> <li>• Students have not been in school since March 13 and we have added a number of new protocols designed to keep</li> </ul>	<ul style="list-style-type: none"> <li>• There are no scheduled classes September 1-4. This allows</li> </ul>

	<p>students as safe as possible. Staggered entry will include a reduced number of students. Following the schedule below, staff will work with students to explain new processes and procedures that must be followed. This will give students the opportunity to become familiar with new routines that will be in place in the school and classrooms.</p> <ul style="list-style-type: none"> <li>● Every school from Pre-K to 12 will create a staggered entry plan during the week of September 1-4 to ensure a safe and orderly return to school. This will ensure new routines and protocols can be taught and carefully followed by students and staff.</li> <li>● Regular classes Grades 1-12, will commence no later than September 8, 2020. <ul style="list-style-type: none"> <li>○ Each school will create this plan and communicate it to their parents/students prior to August 17.</li> </ul> </li> </ul>	<p>for individual appointments for the intake of NEW STUDENTS only.</p> <ul style="list-style-type: none"> <li>● Student access to the school begins September 8.</li> <li>● Only students assigned to their “Curricular Cohort” should arrive at the school in the morning and afternoon.. (See Section: COHORTS). Students will receive their cohorts via email during the week of Sept. 1-4. Bus students may arrive on September 8 and will be assigned scheduled attendance days in consultation with parents/guardians.</li> <li>● RJSH Dual Cohort students begin on September 8 during the classes and times scheduled by RJSH Administration.</li> </ul>
<p><i>Drop-off and Pick-up Procedures</i></p>	<ul style="list-style-type: none"> <li>● Where feasible schools will coordinate staggered drop-off and pick-up times and locations to limit contact between staff, parents/guardians, children and students as much as possible. Please follow the schedule determined by your school for drop-off and pick-up times.</li> <li>● 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.</li> <li>● Adults who come to pick up students from school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. School staff will bring students outside to meet the adults who are picking them up.</li> </ul>	<ul style="list-style-type: none"> <li>● Given the limited number of students in attendance on a daily basis, based on cohorts,, scheduled pick-up and drop-off will not be necessary. However, please remain in your vehicles. Departing students will sign out of the school and exit. Should you need to see a teacher or the Principal, you must have a scheduled appointment.</li> </ul>
<p><i>Open or closed campus school communities</i></p>	<ul style="list-style-type: none"> <li>● Junior high and high schools will work with their school community to decide if students will be allowed to leave campus during lunch breaks. If students are permitted to leave the school building, they must:</li> </ul>	<ul style="list-style-type: none"> <li>● Most students will be transitioning out of the school after morning classes, or coming in to school for afternoon classes. There is a break of time between these transitions of 11:30</li> </ul>

	<ul style="list-style-type: none"> <li>○ exit through their assigned door</li> <li>○ respect physical distancing and all other COVID-19 health protocols when off campus</li> <li>○ assess whether they have any symptoms of illness before they re-enter the school—students with newly developed symptoms will not be permitted to return to school</li> <li>○ re-enter the school through their assigned door</li> </ul> <ul style="list-style-type: none"> <li>● Additionally, high schools will need to determine if students may leave campus and return to the school building during a spare period. Schools will also need to identify a space or spaces in the school where students on spares can be accommodated while physical distancing.</li> </ul>	<p>a.m. - 12:00 p.m.. We ask that students NOT plan to eat lunch at our school. Bus students may stay at the school for lunch, or may leave campus during this time. Re-entry to the school will include protocols for social-distancing and cleanliness.</p> <ul style="list-style-type: none"> <li>● Students do not have assigned spares at WCO.</li> <li>● The campus remains <u>closed</u> once students have entered for morning or afternoon cohorts. Permission to leave must be granted by the Principal, and re-entry will follow all sanitizing protocols. Students should plan accordingly (snacks, supplies) for 3 hours of instruction in either the morning or afternoon as assigned by cohorts, and NOT plan to leave the building for any breaks.</li> </ul>
<p><i>Hand Hygiene and Safe Practices</i></p>	<ul style="list-style-type: none"> <li>● Everyone must perform hand hygiene (hand sanitizer) when <b>entering and exiting the school</b>. Hand sanitizer stations will be available at each school's main entry/exit locations.</li> <li>● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</li> </ul>	<ol style="list-style-type: none"> <li>1. Hand sanitizer stations will be placed at the main entry for West Country Outreach students, and at the rear entry for RJSH Dual students.</li> <li>2. Posters will appear throughout the school as a reminder to follow proper etiquette, sanitization, and social distancing.</li> </ol>
<p><b>General Protocols</b></p>		
<p><i>Physical Distancing</i></p>	<ul style="list-style-type: none"> <li>● Everyone in the school shall maintain 2 metres physical distancing whenever possible.</li> <li>● Where physical distancing is not possible, extra emphasis on cohorting, hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis (before and after activities) will be implemented.</li> <li>● In classroom and school settings where 2 metres of physical distancing is not possible, masks will be mandatory for Grades 4-12 students, and optional for Grades Pre-K - 3 students.</li> <li>● It is important that students and staff stay home if they have</li> </ul>	<ol style="list-style-type: none"> <li>1. 2 metres of social distancing will be possible in the 'big room' for West Country Outreach as space allows. Should our student numbers be in excess of 15 in that area,, masking in that space must occur.</li> <li>2. 2 metres of social distancing has been arranged in a separate classroom for RJSH dual students. Should student numbers be in excess of 8, masking in that space must occur.</li> </ol>

	<p>any <a href="#">symptoms of COVID-19</a> that are not related to a pre-existing condition.</p>	
<p><i>Cohorts</i></p>	<ul style="list-style-type: none"> <li>• Cohorting limits exposure to others and aids in contact tracing if needed.</li> <li>• Each class will be considered a cohort and efforts to maintain physical distancing even within a cohort will minimize the risk for disease transmission.</li> <li>• Every effort will be made to limit the number of cohorts that each student is part of.</li> <li>• When interacting with people outside the cohort, maintain physical distancing of 2 metres.</li> <li>• If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglass barriers or partitions), or administrative controls (adapting the activity to minimize or eliminate close contacts).</li> </ul>	<ul style="list-style-type: none"> <li>• A new staggered entry timetable exists for WCO, in order to limit the number of students in attendance, but also provide equitable access to the school setting. Students will be provided with individualized course timetables via <b>email</b> during the week of Sept. 1-4. Based on these timetables, the staggered entry is dependent on your <u>CORE courses</u> timetable. You will be assigned to a cohort based on these courses. The monthly timetable will appear on the website, on a calendar. Check this often for any changes. Note that <u>students will attend half days only</u>, and the half day will be determined by their assigned curricular cohort. The other half day will be spent participating in at-home learning supported by WCO teachers.</li> <li>• Here are the “<b>Curricular Cohorts</b>” beginning in September. These will rotate bi-weekly throughout the coming months, and be posted in a calendar on our website. <p style="text-align: center;"><b>WEEKS 1, 2:</b> September 8 - 18  MORNING COHORT CLASSES: 0830-11:30  “<b>Communications Cohort</b>” (ELA and Social Studies students only).  AFTERNOON COHORT CLASSES: 12:10 - 3:10  “<b>Quadrant Cohort</b>” (Math, Sciences, Biology, Physics) students only).</p> <p style="text-align: center;"><b>WEEKS 3, 4:</b> September 21-October 2  MORNING COHORT CLASSES: 0830-11:30  “<b>Quadrant Cohort</b>” (Math, Science, Biology, Physics only)  AFTERNOON COHORT CLASSES: 12:10-3:10  <b>Communications Cohort</b> (ELA and Social Studies only)</p> </li> <li>• This schedule will rotate on a bi-weekly basis, giving students an opportunity to attend both in the morning and in</li> </ul>

		<p>the afternoon if assigned to core courses during that time.</p> <ul style="list-style-type: none"> <li>• NOTE: When <u>NOT assigned to the school</u>, (ex. During the afternoon when your cohort is not assigned), your teachers will be available on-line to assist you through your studies. This time will also be used to complete your <b>optional</b> courses at home.</li> <li>• <b>RJSH DUAL COHORT:</b> These students will attend daily during their assigned blocks. Daily attendance is expected and assigned by RJSH Administration. This cohort of students has been assigned a separate entrance and area of the school.</li> <li>• <b>JUNIOR HIGH COHORT:</b> These students may attend on a daily basis. A schedule for attendance and learning space will be arranged as a collaborative process with parents, teachers and students in order to address individual student's needs.</li> <li>• NOTE: <b>Bus students</b> will have individualized timetables which allow them to be in the school on EVEN/ODD COHORT numbered days. Ex. If assigned to "EVEN DAY COHORTS", you will attend school. However, your teachers will also be available at assigned times to assist you on 'work from home' odd-numbered days, virtually. Students will work with their teachers to assign specific cohort times for at-home students in alternating cohorts. <i>Should daily attendance 'level out' to ensure social-distancing, this may change to daily attendance opportunities.</i></li> </ul>
<p><i>Engineered and Administrative Controls in Schools</i></p>	<ul style="list-style-type: none"> <li>• School offices will be required to create a barrier to maintain physical distancing with office visitors.</li> <li>• All school entry/exit doors will have COVID-19 signs posted to indicate that anyone with symptoms cannot enter the school.</li> </ul>	<ol style="list-style-type: none"> <li>1. Plexiglass has been installed for the Administrative Secretary and the Principal's office.</li> </ol>

	<ul style="list-style-type: none"> <li>• Directional arrows will be posted in each school to support physical distancing.</li> <li>• Schools may designate different entrances and exits for different classes of students.</li> <li>• Schools may post occupancy limits for bathrooms, common areas and meeting rooms to allow physical distancing.</li> <li>• All rugs/soft surfaces that cannot be cleaned and sanitized have been removed from classrooms.</li> <li>• Unnecessary furniture has been removed from classrooms.</li> <li>• The following high touch items will not be used in schools except as needed in Foods classes: refrigerators, microwaves, dishwashers and vending machines.</li> <li>• There will be no use of school cutlery, cups, dishes, etc. except as needed in Food Studies classes.</li> <li>• All school assemblies or other large gatherings (e.g. concerts or dances) will be virtual.</li> </ul>	<p>2. Directional markings will not be necessary in our school due to its small size and the limited movement of students.</p> <ul style="list-style-type: none"> <li>• All soft-covered furniture and area carpets have been removed (other than the entrance).</li> <li>• The student microwave, dishes, beverages, coffee maker, toaster will not be available.</li> <li>• There will be no sale of items from the fridge.</li> <li>• Students must provide their own lunch items, utensils, cups, water bottles.</li> <li>• Virtual assemblies will be scheduled at a later date.</li> <li>• Students will exit the building when they have been dismissed by the teacher. This will occur in groups of 5 at a time, while other students remain seated and wait their turn. Students will maintain 2 metres of distance as they sign out on the attendance sheet at the entrance. No gatherings of students will occur during this time. Students must exit promptly and remember to clean their assigned spaces and take all of their belongings.</li> </ul>
<p><i>Volunteers and Visitors</i></p>	<ul style="list-style-type: none"> <li>• No one should enter the school if she or he is ill. (<a href="#">Complete the self-assessment tool</a>)</li> <li>• In-person visitors and volunteers will not be allowed in Division schools at this time. This includes guest speakers, sports-team coaches and artists in residence. Individuals are encouraged to communicate with the school through email or by phone.</li> <li>• Currently, parent volunteers are not permitted in the school building.</li> <li>• Individuals authorized to enter the school include Canada Post, service providers, delivery and maintenance personnel who support the running of the school, and</li> </ul>	<ul style="list-style-type: none"> <li>• Approved visitors such as <u>delivery persons</u> will <b>not</b> enter the school. The Administrative Assistant will meet these people outside the entrance for pick-up of parcels.</li> <li>• <u>Emergency personnel</u> may enter the building in an emergency situation (police, ambulance).</li> <li>• <u>Other required visitors</u> must make an appointment by calling the school at <b>(403) 843-4447</b>. Upon arrival, these visitors must <b>sign-in</b> at the entrance, and provide an initial in the required box that they have completed the <b>COVID-19 Information Screening Questionnaire</b>.</li> <li>• <b>Masks are required for all school visitors.</b></li> </ul>

	<p>emergency responders. These people will only enter the school if the <a href="#">COVID-19 Information Screening Questionnaire</a> indicates they are safe and if they have no symptoms. They must also sign the school's COVID-19 visitor log.</p> <ul style="list-style-type: none"> <li>• Only required visitors can attend the school and must make an appointment prior to be let into the school.</li> <li>• Masks will be required for all school visitors.</li> <li>• A record of all visitors will be kept at each school.</li> <li>• The number of schools that substitute teachers will work in will be limited as much as possible.</li> </ul>	
<p><i>Pre-existing Conditions</i></p>	<ul style="list-style-type: none"> <li>• The guidance that Alberta Education and the Chief Medical Officer of Health have provided us addresses children with known pre-existing conditions. "<i>The student should be tested at least once before returning to school and have a negative COVID-19 test result to confirm that COVID-19 is not the source of their symptoms. These symptoms would be their baseline health status. As long as the cough or runny nose is always the same and does not get worse, the student can attend school. Talk to your school about your child's pre-existing medical condition so the school may keep a confidential record of this condition.</i>"</li> <li>• WCPS recommends that a COVID-19 test be done closer to the start of the school year and as the guidelines state, talk to your child's school at that time. Should a student be required to self-isolate or quarantine, our teachers will provide materials for students who are at home if students are healthy enough to do school work.</li> </ul>	<ol style="list-style-type: none"> <li>1. The Administrative Assistant will document any pertinent medical information for any students with pre-existing conditions in the student's file, and also make this information available to teachers as an "alert" on the registration. Please ensure that you have shared this information upon registration.</li> <li>2. Parents of students with pre-existing conditions should contact the Principal by phone. (403) 843-4447. Parents should begin the process of a doctor's visit and COVID-19 test prior to school.</li> </ol>
<p><i>Responding to Illness</i></p>	<ul style="list-style-type: none"> <li>• No one should enter the school if he or she has any possible symptoms of COVID-19.</li> <li>• Each school will have two (2) contactless thermometers to assist with managing student and staff health in the event symptoms develop during the school day. If a student or staff member has a fever greater than 38°C, immediate steps will be taken to isolate and assist with transferring to</li> </ul>	<ul style="list-style-type: none"> <li>• Should a student develop symptoms while at the school, he/she must wear a non-medical mask and will immediately be isolated in one of the 'little rooms' (breakout rooms in the hallway).</li> <li>• Parents/guardians will be notified by the Administrative Assistant to pick up the student immediately.</li> </ul>

	<p>home.</p> <ul style="list-style-type: none"> <li>○ Daily temperature checks will not be conducted unless directed by Alberta Health Services.</li> <li>● If a child/student develops symptoms while at the school, the child/student will wear a non-medical mask, and be isolated in a separate room. The parent/guardian will be notified to come and pick up the student immediately. If a separate room is not available, the child/student will be kept at least 2 metres away from other children/students. The parent/guardian/student will be asked to access COVID-19 testing by accessing the <a href="#">AHS Online Self-Assessment Tool</a>.</li> <li>● If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick-up the child/student. The student and staff will wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions will be avoided. If very close contact is required and the child is young the staff member will also use a face shield or eye protection.</li> <li>● Staff/students must wash their hands before donning a mask and before and after removing the mask (<a href="#">Guidance on non-medical mask use</a>), and before and after touching any items used by the child/student.</li> <li>● All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 10 days.</li> <li>● The zone medical officer of health will work with school authorities to quickly: <ul style="list-style-type: none"> <li>○ Identify cases</li> <li>○ Identify close contacts</li> <li>○ Create isolation measures when needed</li> <li>○ Provide follow-up recommendations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● The parent/guardian/student will be asked to access COVID-19 testing by accessing the <a href="#">AHS Online Self-Assessment Tool</a>.</li> <li>● Parents/Guardians MUST provide a reliable <b>alternative emergency pick-up contact</b> should they not be available. This information will be provided on the Registration Form and also on the student's Intake Form.</li> <li>● Only the Principal and the Administrative Assistance will attend to ill students. Proper hygiene, masking, and follow-up cleaning and disinfecting will be carried out following the student's departure.</li> <li>● The custodian will be notified and extra "deep" cleaning will occur in the school at the end of the day, following a 'sick student' incident.</li> <li>● Items that cannot be cleaned and sanitized (paper, textbooks) will be stored in a sealed container in the outdoor Sea-Can for a minimum of 10 days.</li> <li>● All parents/guardians will be notified through a Powerschool Announcement should a case of COVID-19 be identified in the school.</li> <li>● The Administrative Assistant will maintain records for contact tracing purposes, as per the Division's mandate. In her absence, the Principal will undertake this responsibility.</li> </ul>
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	<ul style="list-style-type: none"><li>○ <a href="#">Resource Guide for COVID-19 in Schools</a></li><li>○ <a href="#">COVID-19 Cases in Schools</a> (Appendix B)</li><li>● A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to quarantine for 14 days.</li><li>● Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person.</li><li>● WCPS will support students and staff to learn or work at home if they are required to self-isolate.</li><li>● Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by AHS and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to cancel classes will be made in consultation with the local health authorities.</li><li>● If there is an absence rate of 10% due to illness OR there are an unusual amount of individuals with similar symptoms, school administrators must report to the local public health unit or school nurse as per their usual outbreak notification process, regardless of the COVID-19 test results for each individual. The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert Alberta Health Services to potential outbreaks of other diseases.</li><li>● Schools should assign a single responsible person to maintain records for contact tracing, including communication with public health representatives.<ul style="list-style-type: none"><li>○ Contact tracing records may include:<ul style="list-style-type: none"><li>■ Full class lists, including teachers and other staff present in the classroom</li><li>■ Daily attendance records for students and staff, (including substitutes and other temporary staff)</li><li>■ Records of students and staff that become</li></ul></li></ul></li></ul>	
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	<p>symptomatic during the school day</p> <ul style="list-style-type: none"> <li>■ Class seating arrangements</li> <li>■ Outlines of other school control measures in place</li> <li>■ Visitor records</li> <li>■ Any additional information requested by AHS Public Health</li> </ul>	
<p><i>Masks and Face Shields</i></p>	<ul style="list-style-type: none"> <li>● Masks are mandatory for students in Grades 4-12 in all settings where physical distancing at school and in the classroom cannot be maintained. This includes wearing them in all shared and common areas such as hallways and buses.</li> <li>● Masks are optional for students in Grades Pre-K - 3. Non-medical face masks may be considered but are not routinely recommended for younger students in grades K-3. It is recommended that these students instead adhere to the other public health strategies that mitigate the risk of transmission of COVID-19, such as cohorting, hand hygiene and respiratory etiquette to reduce the risk of transmission. <ul style="list-style-type: none"> <li>○ When non-medical face masks are used, hands should be cleaned before and after putting it on and taking it off. Avoid touching the mask once it is on. Masks should be changed after they become wet or soiled.</li> <li>○ After removing a reusable non-medical face mask that will be re-worn prior to washing, it should be placed into a clean, breathable bag or container (allows for evaporation) for storage. Consider using a bag that can be washed. All masks should have two distinct sides, one side that touches the face and one that faces outwards.</li> <li>○ Do not reuse masks that are wet or soiled prior to laundering. A wet or soiled mask that requires laundering should be placed into a sealed bag or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Students will receive two reusable masks upon arrival at the school on September 9.</li> <li>● The Administrative Assistant will distribute masks, and keep track of students who have received masks.</li> <li>● An extra supply of disposable masks will be kept locked and will be distributed only by the Administrative Assistant for staff and students who arrive with no mask. A record of the number of masks distributed will be maintained for budgetary purposes.</li> <li>● Students sign a <b>WCO School Code of Conduct</b> upon registration. In accordance with Section 12 of the School Act and the School Code of Conduct, students have the responsibility to: <i>“always demonstrate behaviours that positively contribute to and honour your school and community.”</i> Major offences in the Code of Conduct include <i>“ongoing behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions”</i> The refusal to wear a mask and adhere to a safe educational environment for students and staff is in violation of the WCO School Code of Conduct and will result in removal from school premises. Continuous “refusal behaviors” will result in the student being provided with a learning from-home program.</li> </ul>

	<p>container where it is stored until it can be taken home and washed.</p> <ul style="list-style-type: none"> <li>○ Disposable masks that are damaged or dirty should be discarded into a garbage bin that is lined with a plastic bag.</li> <li>● Non-medical masks are not required while students are seated in the classroom during instruction if following the physical distancing guidance above. If close contact between students, or students and teachers/staff is occurring as a result of classroom activities, non-medical masks should be used for the duration of this activity.</li> <li>● Exemptions to mask requirement for all teachers and staff in all school</li> <li>● settings and students in grades 4-12 include: <ul style="list-style-type: none"> <li>○ Persons who are unable to place, use or remove a non-medical face mask without assistance;</li> <li>○ Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;</li> <li>○ Persons consuming food or drink in designated areas;</li> <li>○ Persons engaged in physical exercise;</li> <li>○ Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance;</li> <li>○ Persons engaging in services that require the temporary removal of the non-medical face mask, and</li> <li>○ Spaces where physical barriers have been installed between persons.</li> </ul> </li> <li>● While on the bus: <ul style="list-style-type: none"> <li>○ Non-medical face masks are required for students in grades 4-12.</li> <li>○ Non-medical face masks may be considered for students in grades K-3, however they are not routinely recommended.</li> </ul> </li> <li>● Every student in the Division will be provided with two</li> </ul>	
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	<p>reusable masks. Parents/guardians may provide additional masks for their child.</p> <ul style="list-style-type: none"> <li>• If someone forgets their mask, schools will ensure there are supplies available for students and staff.</li> <li>• Non-compliance for mask wearing will be addressed through school code of conduct requirements.</li> <li>• Masks are mandatory for all staff in all settings where physical distancing cannot be maintained.</li> <li>• Face shield use is at the discretion of the individual staff member. Masks are still required for staff who are wearing face shields.</li> </ul>	
<i>Expectations for Shared use of Equipment</i>	<ul style="list-style-type: none"> <li>• Absolutely no sharing of personal items will be permitted (pencils, crayons, erasers, toys, water bottles, books, etc.).</li> <li>• When school equipment must be shared (i.e. Chromebooks, CTS shop equipment, P.E. racquets, etc) it must be cleaned and disinfected after each use.</li> <li>• Students and staff are required to perform hand hygiene before and after using shared equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Chromebooks must be assigned by individual teachers. It is a shared responsibility to ensure these Chromebooks are stored cleanly and safely after each use. The teacher will ensure that STUDENTS take on the responsibility of cleaning and disinfecting Chromebooks before returning these to the cart. However, TEACHERS can offer to assist and make this a shared task.</li> <li>• Students must bring their own calculators, pens, pencils, and other learning supplies. These will no longer be made available to students by school staff.</li> </ul>
<i>Water Bottles and Fountains</i>	<ul style="list-style-type: none"> <li>• AHS guidelines state that water fountains can remain open. Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations.</li> <li>• Water fountain knobs and push buttons are considered high touch surfaces and must be regularly cleaned and disinfected.</li> <li>• It is recommended that students bring their own water bottle (labelled with their name) and fill water bottles rather than having them drink directly from the mouthpiece of a fountain.</li> </ul>	<p>Our school does not have water fountains. However, we do have a water dispenser. This will remain available for students and staff.. This high-touch surface will be cleaned regularly by the Administrative Assistant. Students must bring their own water bottles.</p>

<p><i>Lunch</i></p>	<ul style="list-style-type: none"> <li>● It is important for students who stay at school for lunch to remember to bring their lunch each day—schools will not be able to accommodate family members who want to drop off lunches. If a student forgets their lunch, families should phone the school to work out a solution.</li> <li>● Students will store lunches with their other personal belongings.</li> <li>● All students must wash their hands before eating, and eat only their own food. Students are not permitted to share food under provincial health guidelines.</li> <li>● At this time, microwaves will not be available to students and vending machines will not be operating to maintain physical distancing.</li> <li>● Elementary students will remain in their cohort to eat lunch. Multiple cohorts will not gather together to eat.</li> <li>● Junior high and high school students who stay on campus will be assigned to an area of the school for lunch.</li> <li>● If the school is using a common lunch area, cohorts of students will eat in staggered shifts and the space will be cleaned and disinfected between each cohort.</li> <li>● Given the limitation on food handling and concerns for safety, school curricular cafeteria programs (Culinary Arts) can continue but food sales or serving of foods is not permitted.</li> <li>● Food delivery services for students will not be permitted in any school.</li> </ul>	<ul style="list-style-type: none"> <li>● Students should not anticipate being at the school during lunch time, unless they have arrived on the bus or are without transportation at that time. Students will be transitioning from the MORNING COHORT to the AFTERNOON COHORT, and should, whenever possible, arrive just prior to classes.</li> <li>● Students who must be at the school during lunch will be assigned a specific area in the “big room” to ensure social distancing. Sharing of lunches, lunch space, snacks will not be permitted.</li> <li>● There will be no access to the microwave, toaster, fridge, coffee-maker, dishes, kettle, hot chocolate, tea, cutlery in the student common area.</li> <li>● The vending machine has been removed.</li> <li>● The school will not be open to food delivery.</li> </ul>
<p><i>Personal Belongings</i></p>	<ul style="list-style-type: none"> <li>● Locker use is allowed when a school can provide the following: <ul style="list-style-type: none"> <li>○ A plan must be developed by each school to ensure appropriate physical distancing will be maintained at all times throughout the day.</li> <li>○ A plan must be developed by each school to ensure sanitizing of the locker handle, lock, and touch surfaces daily. This task is to be completed by students without reliance on school custodians due to the frequency and time associated with this</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Students may store their personal belongings in the cubbies provided in the school, and the shelving along the flooring in the ‘big room’. It is recommended and preferable that students keep their backpacks and personal belongings with them at all times. There is no area to hang coats, and these will remain on the back of the student’s assigned seat.</li> </ul>

	<p>requirement.</p> <ul style="list-style-type: none"> <li>○ Boot racks can be used providing physical distancing can be maintained.</li> <li>● All students and staff are encouraged to use a backpack for all personal belongings.</li> <li>● Lunches are to be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.</li> </ul>	
<i>Electronic Devices</i>	<ul style="list-style-type: none"> <li>● Students are encouraged to bring their own educational devices (BYOED).</li> <li>● Student personal devices are to be stored with their personal belongings.</li> <li>● Wolf Creek Public Schools works with a vendor partner to offer a parent purchase program for Chromebooks. More information about this optional program <a href="#">can be found on our website.</a></li> <li>● Schools will develop a protocol for disinfecting high touch surfaces on district owned shared electronic equipment between uses. Schools will also emphasize hand hygiene etiquette (washing or use of hand sanitizer) before and after students use shared district equipment.</li> </ul>	<ul style="list-style-type: none"> <li>● Students are encouraged to bring their own laptops, Chromebooks, and cellphones for school assignments and are individually responsible for safe storage and use of these items.</li> <li>● District-owned Chromebooks/laptops must be assigned by individual teachers. It is a shared responsibility to ensure these Chromebooks are stored cleanly and safely after each use. The teacher will ensure that STUDENTS take on the responsibility of handwashing/disinfecting hands before and after use, as well as cleaning and disinfecting Chromebooks before returning these to the cart. However, TEACHERS can offer to assist and make this a shared task.</li> </ul>
<i>Posters</i>	<p>Schools will use the following posters throughout the school to promote important safety practices:</p> <ul style="list-style-type: none"> <li>○ <a href="#">Cover your cough</a></li> <li>○ <a href="#">Do not enter</a></li> <li>○ <a href="#">Healthy distance</a></li> <li>○ <a href="#">Personal items</a></li> <li>○ <a href="#">Stay safe</a></li> <li>○ <a href="#">Wash your hands</a></li> <li>○ <a href="#">Wash and sanitize your hands</a></li> </ul>	<ol style="list-style-type: none"> <li>1. Posters and signage are posted throughout the school. Please read these as a reminder of proper/safe protocols.</li> </ol>

## Classes and Programming

<p><i>Classroom Hygiene</i></p>	<ul style="list-style-type: none"> <li>• Everyone entering the classroom must perform hand hygiene.</li> <li>• Proper hand hygiene and respiratory etiquette is required and should be regularly promoted among students and staff.</li> <li>• Students and staff will wipe their own workspace such as desks, chromebooks, etc. before and after using. Younger students may require help from the teacher or educational assistant.</li> </ul>	<ol style="list-style-type: none"> <li>1. Parents can expect contact from teachers in early September, outlining specific routines and expectations for proper hygiene, safety protocols, learning expectations in school and at home. This is an opportunity for parents to ask questions of the teachers, renew acquaintances, make new introductions, and ensure a strong foundation of collaboration.</li> </ol> <ul style="list-style-type: none"> <li>• Students will be responsible for wiping their own workspaces and equipment before and after classes.</li> <li>• Everyone entering the school will be given an assigned seat in the 'big room', and must use the hand sanitizer provided prior to entering this space.</li> <li>• There will be no loitering in groups upon entering the school, and students will be directed by the teacher to an assigned seat.</li> <li>• RJSH Dual students are assigned their own classroom and must sanitize their hands before entering this classroom. Dual students are also responsible for sanitizing their workspaces before and after classes.</li> </ul>
<p><i>Class Sizes and Configuration</i></p>	<ul style="list-style-type: none"> <li>• Class sizes will be similar to previous years.</li> <li>• Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom.</li> <li>• If 2 metres cannot be arranged between desks/tables, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi-circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.</li> <li>• Masks are mandatory for students in Grades 4-12 in all settings where physical distancing at school and in the</li> </ul>	<ul style="list-style-type: none"> <li>• All students in a Curricular Cohort will attend to their learning in the 'big room'. There will be no breakout rooms.</li> <li>• The maximum number of students in the 'big room' will be 15, ensuring 2 metres of social distancing. There will be 2 students seated per table.</li> <li>• All students will face in the direction of the teachers (students will not sit around a table or face each other).</li> <li>• The school has been configured with long tables only. There are no 'pods' or groups of tables.</li> <li>• The "blue chair" conversation zone and the junior high couch area have been removed.</li> </ul>

	<p>classroom cannot be maintained. This includes wearing them in all shared and common areas such as hallways and buses.</p> <ul style="list-style-type: none"> <li>● Masks are optional for students in Grades Pre-K - 3.</li> <li>● In situations where physical distancing is not possible, extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will occur.</li> <li>● Teachers will have seating plans for all classes.</li> <li>● Each class will be considered a cohort and interaction between cohorts will be minimized. <ul style="list-style-type: none"> <li>○ Cohorts encourage individuals who cannot maintain 2 metre physical distancing (i.e. classes) to interact with the same people (their cohort) rather than switching daily contacts or randomly interacting with other people.</li> <li>○ Within each cohort (classroom), students will maintain the greatest physical distancing possible to minimize the risk for disease transmission (i.e., spacing between desks, facing the same way).</li> <li>○ If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglass barriers or partitions), or administrative controls (adapting the activity to minimize or eliminate close contacts).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● RJSH Dual students have a separate classroom at the back of the school. A maximum of 8 students will be in this area. Individual tables will be assigned to these students, facing the front of the classroom.</li> </ul>
<p><i>Student Movement</i></p>	<ul style="list-style-type: none"> <li>● Where possible, teachers will move between classrooms and students will remain at their desks.</li> <li>● Hallway protocols are developed to ensure students remain a safe distance apart while moving throughout the building.</li> <li>● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. Teachers and staff will reinforce protocols.</li> </ul>	<ul style="list-style-type: none"> <li>● Movement is restricted to students who <u>require</u> movement and breaks (as indicated in the IPP), or those using the washroom.</li> <li>● Permission will be granted by the teachers.</li> <li>● Only one student will be in the washroom at any time.</li> <li>● There is to be NO loitering in any area of the school.</li> </ul>

	<ul style="list-style-type: none"> <li>Masks are required for all staff and students in grades 4-12 in high traffic areas.</li> </ul>	<ul style="list-style-type: none"> <li>Students are to remain at assigned seating during the morning and afternoon cohorts. Teachers will work individually with students who require assistance, ensuring safe social-distancing and mask-wearing. Students are not to leave their assigned seat to approach the teacher; the teachers will move to the student.</li> </ul>
<i>Breaks</i>	<ul style="list-style-type: none"> <li>Snack, lunch, recess, and class change breaks will be staggered in each school to maintain physical distancing among children/students.</li> </ul>	<ul style="list-style-type: none"> <li>There will be <u>no assigned breaks</u> between classes. Students who are assigned to the MORNING COHORT are expected to remain in the school for the duration of the morning, just as the AFTERNOON COHORT students are expected to remain in class for the duration of the afternoon.</li> <li>Should students leave the building during their cohort time, they will not be allowed to re-enter until the next day, unless a specific need to leave is required and approved by the Principal. In this way, there will be no movement of students in and out of the building during cohort learning.</li> <li>Students who have individual requirements for frequent breaks (usually as part of the student's IPP), will have the opportunity to adapt this expectation, but will be responsible for handwashing and safety protocols upon re-entry. Permission for these breaks is granted by the teachers. Teachers will be aware of, and document these students' needs through the Collaborative Response Model.</li> </ul>
<i>Food and Nutrition Services</i>	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>No activities that involve the sharing of food between students or staff should occur.</li> </ul> </li> <li>Sharing food between students would be allowed if there was a designated server serving the food, appropriate hand hygiene, and physical distancing. <ul style="list-style-type: none"> <li>For classroom meals and snacks: <ul style="list-style-type: none"> <li>No self-serve or family-style meal</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>There will be no school organized luncheons or events including, for example, Halloween activities or a Christmas dinner.</li> <li>Breakfast and snacks will not be provided at the school. There will no condiments, morning coffee, tea, gum, candy, salt and</li> </ul>

	<p>service. Instead, switch to pre-packaged meals or meals served by designated staff.</p> <ul style="list-style-type: none"> <li>■ Food provided by the family should be stored with the student's belongings.</li> <li>■ Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors.</li> <li>■ Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.</li> <li>■ Students/children should practice physical distancing while eating.</li> <li>■ There should be no common food items (e.g., salt and pepper shakers, ketchup).</li> <li>■ Utensils should be used to serve food items (not fingers).</li> <li>■ If a school is using a common lunchroom and staggering lunch times, ensure that the area including all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.</li> </ul> <ul style="list-style-type: none"> <li>○ School Cafeteria Curricular Programs</li> <li>○ Given the limitation on food handling and concerns for safety, school curricular cafeteria programs (Culinary Arts) can continue but food sales or serving of foods is not permitted.</li> </ul>	<p>pepper</p> <ul style="list-style-type: none"> <li>● There will be no food delivery to the school.</li> <li>● There will be no food sharing of lunches, snacks, beverages.</li> <li>● Students who remain at the school during lunch are responsible for wiping down surfaces utilized, prior to the afternoon cohort arrival.</li> <li>● There will be no utensils provided at the school.</li> <li>● There will be no microwave, kettle, toaster available to students.</li> </ul>
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<p><i>Using Playground Equipment</i></p>	<ul style="list-style-type: none"> <li>● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</li> <li>● Playground users should maintain physical distancing at all times.</li> <li>● Ensure there are hand sanitizer stations available to maintain hand hygiene.</li> <li>● Encourage children to avoid sharing toys or sports equipment and limit contact with individuals outside of their cohort.</li> <li>● Increased focus on respiratory etiquette and physical distancing will be taken around playground equipment.</li> </ul>	<ol style="list-style-type: none"> <li>1. Posters are displayed in visible locations and hand sanitizer is available at both entrances to the school and all learning areas.</li> <li>2. Students will not have access to the basketball court.</li> </ol>
<p><i>Physical Education</i></p>	<ul style="list-style-type: none"> <li>● When possible physical education will be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors and will follow the <a href="#">Guidance for Sport, Physical Activity and Recreation</a>.</li> <li>● Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling).</li> <li>● Locker rooms and change rooms: <ul style="list-style-type: none"> <li>○ Kindergarten through Grade 6 students will not change for Physical Education classes.</li> <li>○ Schools will develop change room protocols for Grades 7 through 12 students that will reflect time and space availability.</li> <li>○ Locker rooms may be used but should be disinfected between classes/cohorts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● School PE classes will resume with social distancing measures in place. Students should ensure that they have proper attire for warm and cold days, and proper footwear, as much of the PE program will take place outdoors.</li> <li>● A portion of PE programming will be provided by the PE teacher through virtual activities and individual student athletic pursuits.</li> </ul>
<p><i>Option Courses</i></p>	<ul style="list-style-type: none"> <li>● Where AHS recommendations and guidelines can be followed (i.e. cleaning, physical distancing, cohorting, etc.) these courses may continue to be available to students as determined by each school.</li> <li>● Practice, rehearsals, and instruction of dance, music and drama programs may proceed as long as the <a href="#">Guidance for Music, Dance and Theatre</a> is followed.</li> <li>● Music, dance and drama performances are suspended at this time.</li> </ul>	<ul style="list-style-type: none"> <li>● Optional courses (such as CTS modules, Sociology, Forensic Science) will continue, ensuring that all students have the requirements for an Alberta High School Diploma. These courses will be delivered through print and online methods such as google docs. Quarantine of print materials will occur.</li> <li>● The Principal will develop each student's timetable, which will include optional courses.</li> <li>● Optional courses are to be completed at home on the half day</li> </ul>

	<ul style="list-style-type: none"> <li>● In-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as: <ul style="list-style-type: none"> <li>○ Recording or live-streaming individual performers in separate locations;</li> <li>○ Including more lessons focused on music appreciation or music theory;</li> <li>○ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments). Ensure these items are disinfected after each use.</li> </ul> </li> <li>● Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. Enhanced cleaning protocols will be implemented.</li> </ul>	<p>the student is not assigned to a cohort. Teachers will be available through Google Meet to provide assistance.</p>
<p><i>Work Experience/Work Study/RAP/Life Skills Programming Off-Site</i></p>	<ul style="list-style-type: none"> <li>● These programs may resume as long as the risk of infection is mitigated for all participants.</li> <li>● If the placement is in a workplace, the child/student is expected to follow health rules set out by the workplace which should comply with the <a href="#">Workplace Guidance for Business Owners</a>.</li> </ul>	<ul style="list-style-type: none"> <li>● Work Experience, Registered Apprenticeship Program, Green Certificate will continue.</li> <li>● The school, through our Work Experience Coordinator, will collaborate with these partners to ensure student safety measures are in place, while students are participating in off-site programming. The Coordinator will visit each site to ensure safety and sanitation practices are occurring at the work site.</li> </ul>
<p><i>Library/Learning Commons</i></p>	<ul style="list-style-type: none"> <li>● The protocol to access library materials and resources will be as follows, based on provincial recommendations: <ul style="list-style-type: none"> <li>○ students and staff will not access directly.</li> <li>○ staff will submit a request for the resources</li> <li>○ a library staff member wearing a mask and gloves will pull the resources</li> <li>○ the resources will be disinfected and then delivered to the classroom</li> <li>○ inside the classroom, resources will be</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ disinfected after each use by a student</li> <li>○ Store items for 72 hours between use.</li> <li>○ When staff are assigned to work in the library, all hard surfaces and the overall space will be cleaned and disinfected daily according to COVID-19 cleaning standards.</li> </ul>	
<i>Extracurricular Activities, Student Clubs, Field Trips (Local, Provincial, International)</i>	<ul style="list-style-type: none"> <li>● Extracurricular activities, including athletic events/leagues, field trips requiring busing, and all overnight student excursions are postponed. This will be reviewed by September 30, 2020.</li> <li>● Where a student club can meet while maintaining physical distancing they can continue as long as they wipe down touched surfaces. Clubs that cannot maintain physical distancing are cancelled until further notice.</li> <li>● Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs will be reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>● There will be no scheduled field trips.</li> </ul>
<i>Community Use and Joint Use Agreements in Schools</i>	<ul style="list-style-type: none"> <li>● All community use of indoor school space is currently suspended—this is required to support the proper cleaning and disinfecting of the school facility and to limit access to the school by individuals who are not regular members of the school community.</li> <li>● All indoor joint use of schools for community members is currently suspended. School fields, tennis courts and ball diamonds will remain available for community use through the joint use agreement in the evenings and on weekends. The Division will work with joint use partners on an ongoing basis to work toward safely reopening school spaces for community use.</li> </ul>	
<i>Student teachers</i>	<ul style="list-style-type: none"> <li>● The Division will continue to support the placement of student teachers.</li> </ul>	We will have no student teachers at our site.

	<ul style="list-style-type: none"> <li>Student teachers will be expected to follow all safety and health protocols in place for Division staff and students, including the daily <a href="#">COVID-19 Information Screening Questionnaire</a>. They will not be permitted to attend the school if they have symptoms of illness.</li> </ul>	
<i>Graduations</i>	<ul style="list-style-type: none"> <li>At this time, any rescheduled traditional Grad 2020 events, or previously scheduled fall traditional Grad events, are to be virtual events or “drive in” events with proper protocols for distancing and safety of participants as per <a href="#">Alberta Health restrictions for gatherings</a>.</li> <li>The Division has not made a decision about traditional grad ceremonies for the class of 2021 as this will be determined at a later date.</li> </ul>	<ul style="list-style-type: none"> <li><b>The alternate day for graduation in October is cancelled.</b></li> <li>It is our hope that a dual 2020, 2021 Graduation can occur, and this has been tentatively scheduled for May 28, 2021, but will be reliant on health and safety protocols as defined by Wolf Creek School Division.</li> </ul>
<i>School Council Meetings</i>	<ul style="list-style-type: none"> <li>School council meetings for the 2020–2021 school year may go ahead.</li> <li>These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial School Re-entry Plan and this school re-entry plan.</li> <li>Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings.</li> <li>Any in-person meeting must adhere to COVID-19 health and safety protocols.</li> </ul>	<ul style="list-style-type: none"> <li>The Annual General Meeting will occur during the 3rd week of September at the school. The Principal will be in contact with the Council Chairperson to organize the date and time.</li> <li>The location (school or online virtual) of all further scheduled meetings will be decided by all members of the Council at the AGM and communicated to parents on the school's website.</li> <li>Should the decision be to have In-person meetings, the members will adhere to COVID-19 health and safety protocols, including cleaning and sanitizing of the meeting space.</li> </ul>
<b>Cleaning Protocols</b>		
<i>Hand Hygiene</i>	<ul style="list-style-type: none"> <li>In addition to hand washing with soap, WCPS will provide appropriate amounts of recommended <a href="#">hand sanitizer</a> in schools and on buses, and hand sanitizing dispensers will be available at each school entry/exit way.</li> <li>While washing with soap and water for 20 seconds is the preferred method for cleaning hands, hand sanitizer can be</li> </ul>	<ul style="list-style-type: none"> <li>Students and staff must sanitize their hands upon entering and exiting the school, and should regularly re-sanitize throughout the day.</li> <li>It is recommended that regular hand washing occur; however, given our limited washroom capacity, hand sanitizer can be</li> </ul>

	<p>used when this is not practical.</p> <ul style="list-style-type: none"> <li>• Proper hand hygiene and respiratory etiquette is required and should be regularly promoted among students and staff.</li> <li>• <b>Required</b> hand hygiene protocols: <ul style="list-style-type: none"> <li>○ Before leaving home, on arrival at school, and before leaving school.</li> <li>○ After using the toilet.</li> <li>○ Before and/or after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc.).</li> <li>○ After sneezing or coughing.</li> <li>○ Before and after breaks and sporting activities.</li> <li>○ Before and after eating any food, including snacks.</li> <li>○ Before touching face (nose, eyes or mouth).</li> <li>○ Whenever hands are visibly dirty.</li> </ul> </li> </ul>	used when this is not practical.
<i>High Touch Areas</i>	<ul style="list-style-type: none"> <li>• There will be increased frequency of cleaning and disinfecting of high-touch areas in schools.</li> <li>• Where required, extra custodial time has been added to accommodate this work.</li> <li>• <a href="#">High Touch Areas</a></li> </ul>	
<i>Bus Cleaning</i>	<ul style="list-style-type: none"> <li>• Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run and vehicle cleaning logs will be kept.</li> </ul>	
<i>Cleaning Workspaces</i>	<ul style="list-style-type: none"> <li>• Materials for staff and students to clean/sanitize their own workspace (desks, shared devices, etc.) will be available in the classroom.</li> <li>• Students and staff will wipe their own workspace before and after using. If students remain at the same desk all day, this would be done at the beginning and end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Students and staff will wipe their own workspaces before and after using.</li> <li>• Materials for staff and students to clean/sanitize their own workspace (tables, chromebooks, etc.) will be available at each teacher's table.</li> </ul>

## Mental Health/Psychosocial Supports for Students and Staff

### *Providing Mental Health Support*

- Staff have access to professional learning on supporting the mental health of students.
- Information on accessing mental health resources for students, families and staff is posted on the Wolf Creek Inclusive Learning Services Resources for Parents webpage and through the [Social/Emotional Supports document](#).
- Should students require mental health supports, they may approach any staff member. West Country Outreach has a highly skilled staff and as a team, we ensure all students receive support through a collaborative process.
- Individual support can also be accessed through our **School Social Worker**. Parents can contact her at the school (403) 843-4447. Students can arrange individual meeting times by contacting her through email. The Administrative Assistant will provide contact information to students.

## Options for Parent-directed/taught At-Home Learning (WCPS Virtual Learning Program)

### *What is the Wolf Creek Virtual Learning Program?*

The Wolf Creek Virtual Learning Program provides opportunities for parents to have access to digital resources, with occasional support from a Lead Teacher, for their children to temporarily bridge at-home learning experiences due to specific COVID-19 concerns related to attending school. Parents will be responsible to lead this work each day with students who participate in this program. Lead Teachers will provide supportive online resources designed to assist parents in leading learning environments within their home while maintaining a connection to their regular assigned school. This bridge will ensure a stronger transition back to the school and classroom when the student is able to do so. This program will operate under Alberta Education's Shared Responsibility Program as outlined at [this link](#).

Unlike emergency at-home learning that took place in the Spring of 2020, the Wolf Creek Virtual Learning Program requires students to participate for a greater number of hours at home to meet the full outcomes of the Alberta Programs of Study. It is important to note that the Wolf Creek Virtual Learning Program will not offer the same direct teacher supports, learning opportunities or regular classroom supports as in-person learning. However, the program will provide a bridging support in cases where a future return to school is planned for later in the 2020-2021 school year.

More information on accessing this program can be obtained by contacting your school principal to determine if this opportunity families who find it necessary to have students learn at home due to specific COVID-19 concerns.

The [Wolf Creek Virtual Learning Program FAQ](#) will assist with some initial questions. After August 25, school administrators will be available to respond to inquiries by specific parents.

*Time Expectations and Focus Areas within the Wolf Creek Virtual Learning Program for Families*

Wolf Creek Public Schools is committed to offering quality learning experiences at each grade level that lead to high school completion. This program still requires students to meet all the outcomes in the Alberta Program of Studies while learning at home. There will be specific focus areas at the various grade levels to ensure students are moving forward in their learning journey during the 2020-2021 school year.

**Kindergarten**

- A focus on early development skills to develop strong foundational skills for students prior to entering Grade One. Activities will be designed to help children explore, create and play with learning as a foundation within those activities.
- Weekly and Daily Times: **8 to 10 hours** throughout the course of each week.
- Breaks, Lunch and regular, daily physical activity is also necessary to integrate into this time allotment.

**Grade 1 to Grade 3**

- A focus on literacy and numeracy to develop strong foundational skills in letter recognition, reading and writing skills as students progress through Division One.
- Weekly and Daily Times: **12 to 14 hours per week** and/or 3 hours per day.
- Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time.
- Optional activities such as Art and virtual field trips will also be provided beyond this amount of time.

**Grade 4 to Grade 6**

- A continued focus on literacy and numeracy at high levels of understanding, comprehension and complexity to prepare students for older grade level expectations in core areas such as Math, Language Arts, Social Studies and Science.
- Weekly and Daily Times: **16 to 20 hours per week** and 4 hours per day.
- Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time.
- Optional activities such as Art and virtual field trips will also be provided beyond this amount of time.

**Grade 7 to Grade 9**

- A focus on core academic programs in Math, Language Arts, Social Studies and Science in order to prepare students for entry to future high school programs through a solid foundation is key. There will be no complimentary (options) courses provided.
- Weekly and Daily Times: **20 to 25 hours per week** and 5 hours per day.
- Additional time may be required to complete work in core subjects that require more research, writing or practice/remediation.
- Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time.
- Optional activities such as Art and virtual field trips will also be provided beyond this amount of time.

**Grade 10 to Grade 12**

	<ul style="list-style-type: none"> <li>• An academic program that mirrors course content the student would be enrolled in at the high school level to assist with acquiring the course learning experience and prerequisite skills to continue into high school courses at the academic level of the student. Complementary (CTS) Courses will be limited with a stronger focus on core courses. Upon re-entry into the regular high school program some courses may continue to be completed online while other courses may switch to direct classroom instruction.</li> <li>• Weekly and Daily Times: <b>Up to 30 hours per week</b> and typically over 5 hours per day depending on the nature of the course load.</li> <li>• Additional time may be required to complete work in core subjects that require more research, writing or practice/remediation.</li> <li>• Breaks, Lunch and regular, daily physical activity is also suggested to take place beyond this amount of time.</li> </ul>
<p><i>What is Homeschooling and how is it different?</i></p>	<ul style="list-style-type: none"> <li>• Homeschool Programs require the parent to be completely in charge of the student learning plan having the primary responsibility for planning, managing, providing, evaluating and supervising their child's course of study while developing a home education plan to meet the learning outcomes. This plan must adhere to the provincial <a href="#">Home Education Regulation</a>. Details are available in the <a href="#">Home Education Handbook</a>.</li> <li>• Wolf Creek does not currently maintain a homeschooling program within the Division but utilizes a connected school approach for parents to work with local schools.</li> <li>• Parents that wish to access a home school program are referred to agencies outside of Wolf Creek that operate these programs. These can be found through consultation with the <a href="#">Alberta Home Education Association</a>.</li> </ul>
<p><i>Parent Responsibilities in Home School Programs with Outside Agencies</i></p>	<ul style="list-style-type: none"> <li>• Parents have four key responsibilities: <ul style="list-style-type: none"> <li>○ Submit a home education plan (HEP) that meets the Home Education Regulation requirements.</li> <li>○ Submit a mid and a year end written summary of the child's progress toward the learning outcomes identified in the HEP.</li> <li>○ Provide dated samples of the child's learning in all of the subject areas identified in the HEP (minimum of 4 core subjects).</li> <li>○ Attend student progress review meetings with the child twice yearly with the Home-based Coordinator.</li> </ul> </li> </ul>

## Plan Updates

All Wolf Creek schools have been given guidelines to prepare for Scenario 1, and will make adjustments based on their unique school community and physical layout of each school.

**Please note that this plan may be updated in response to changes directed by Alberta Education.** Any changes in the school re-entry scenario will be determined by Alberta Health and Alberta Education with

information on local school-based and zone information. We will remain in communication with the Alberta government and will continue to follow its advice.

## Resources

*Government of Alberta Guidance for School Re-entry - Scenario 1*

[COVID-19 information: Guidance for School Re-entry - Scenario 1](#)

### *References*

[Alberta K to 12 School Re-entry Website](#)

[Alberta Health Daily Checklist](#)

[Screening Questionnaire](#)

[Guidance for Sport, Physical Activity and Recreation](#)

[Guidance for Playgrounds \(updated June 18, 2020\)](#)

[Elementary - Returning to School Safely Video](#)

[Junior and High School - Returning to School Safely Video](#)

# Appendix - A

## ***What is COVID-19?***

COVID-19 is an illness caused by a coronavirus. It is a new disease that has not been previously identified in humans. [Coronaviruses](#) are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) and was declared a global pandemic in March 2020. Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze.
- close personal contact, such as touching or shaking hands.
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

These viruses are not known to spread through ventilation systems or through water.

## ***Symptoms***

COVID-19 symptoms can be mild and are similar to influenza and other respiratory illnesses. According to information from the [Government of Alberta](#), most healthy people who are infected with the new, or novel, coronavirus will have a mild illness like a cold or flu. They may have a fever, cough, sore muscles or a sore throat. Some people may feel short of breath. Most people (about 80%) recover from this disease without needing special treatment. People who are much older or who already have health problems are more likely to get sicker with the novel coronavirus and may need to be hospitalized.

Alberta Health identifies the following [symptoms for COVID-19](#):

- Common symptoms: cough, fever (over 38°C), shortness of breath, runny nose or sore throat.
- Other symptoms can include: stuffy nose, painful swallowing, headache, chills, muscle or joint aches, feeling unwell in general, new fatigue or severe exhaustion, gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite), loss of sense of smell or taste, conjunctivitis (pink eye).
- Symptoms of serious illness: difficulty breathing or pneumonia.

If you have any of these symptoms, stay home and self-isolate to avoid spreading it to others. Alberta Health recommends calling Health Link at 811 for more information.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who have not yet developed symptoms (pre-symptomatic) and those who will never develop symptoms (asymptomatic).

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

## ***Prevention***

Novel coronavirus spreads the same way as other viruses that cause colds and cases of flu. When people cough or sneeze, tiny drops of liquid go into the air. If the person has the coronavirus, the virus can be in those droplets and make others sick. One way a person can get sick is by breathing in tiny drops that have the virus in them, that can happen while talking with or being close to someone who is sick. Another way is by someone touching something that tiny drops have landed on and then touching their mouth, nose or eyes. Sharing dishes and forks and spoons, water bottles and drink containers could also spread the virus from someone who is sick to someone who is not.

You can help prevent the spread of COVID-19. Prevention starts with awareness. The following practices will help reduce the spread of COVID-19:

- Practice physical distancing
- Self-isolate when you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

## ***Good Hygiene***

Wash your hands really well and often with soap and water for at least 20 seconds. Soap and water are always the best. But, if soap and water are not available, you can use hand sanitizer. If your hands are dirty, or you have touched a surface that others have touched, wash your hands. Don't touch your eyes, nose or mouth until your hands are washed. Cough or sneeze into your elbow or a tissue, then wash your hands. Washing your hands, not touching your face, and staying home when you are sick are the best ways to help you and your family and friends stay healthy.

## ***Parent/Student Support: Guide and Videos***

Parents and students can use the following resources to prepare for the new school year.

The [2020/21 Parent Guide](#) contains steps parents and students should follow to reduce the risk of COVID-19 in schools.

## ***Videos - Returning to school safely***



[https://www.youtube.com/watch?time\\_continue=2&v=GLaj98wmgRc&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=2&v=GLaj98wmgRc&feature=emb_logo)

[https://www.youtube.com/watch?time\\_continue=2&v=CwYmS-P3Nn0&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=2&v=CwYmS-P3Nn0&feature=emb_logo)

If there is anything you might be confused or worried about, don't be afraid to ask someone you trust. More information can be found online at [alberta.ca/COVID19](http://alberta.ca/COVID19).

### ***Quarantine and Isolation***

Alberta Chief Medical Officer of Health (CMOH) Order 05-2020 has several legal requirements for quarantine and isolation (please see the table below).

<b><i>Quarantine</i></b>	<b><i>Isolation</i></b>
Required when people are not sick, but have been exposed to someone who has COVID-19.	Required when people are sick, to keep them from infecting others.
The quarantine period for COVID-19 is 14 days. This is because it can take up to 14 days for an individual to develop symptoms.	The isolation period for people who have symptoms (but not diagnosed with COVID-19) is 10 days or until symptoms resolve, whichever is longer.

# Appendix - B

## COVID-19 Cases in School

The following guide summarizes the practices, procedures, roles and expectations in the event of cases of COVID-19 in a school. The complete guide can be viewed in the Alberta Government's [COVID-19 IN SCHOOL \(K-12\) Setting: A resource guide for schools before, during, and after a COVID-19 outbreak.](#)

### Standard Practice: If there are **NO CASES** in a school

Schools continue health and safety measures including class cohorting, physical distancing, mask wearing for students in grades 4-12, and daily health checks at home of students and staff.

### Symptomatic Individual(s): **NO CONFIRMED CASES**, but one or more people with symptoms

Symptomatic students will be isolated from others, and parents called to pick up the symptomatic student. If staff are symptomatic, they would immediately leave to isolate at home. **Symptomatic students or staff should complete the [AHS Online COVID-19 Self-Assessment Tool](#) to see if a test is required.** Isolation of 10 days is required or when symptoms resolve, whichever is longer.

### Alert: If there is **ONE (1) confirmed case** in a school (with or without symptoms)

The school will be put on Alert Status by Alberta Health Services. Schools will be in contact with the Division office to notify of a confirmed case. Record keeping will be shared with AHS to ensure contact tracing. **If required, an Alert message will be shared to inform school parents/guardians of one case in the school and actions being taken, while protecting the identity and privacy of the individual.** Continued learning will be supported for students in self-isolation. The individual with the confirmed case of COVID-19 will self-isolate according to Alberta Health Isolation Guidelines.

### Outbreak: If there are **TWO (2) OR MORE confirmed cases** in your school setting (staff/child) within a 14 day period (one incubation period) OR two or more confirmed cases (staff/child) that are epidemiologically linked

Schools and the school district are to work collaboratively with AHS Public Health under the authority of the Zone Medical Officer of Health/designate in order to manage their outbreak status and adhere to any recommendations or orders provided by the Medical Officer of Health/designate. This includes: contact tracing, communication to parents/guardians informing of a school outbreak and actions being taken, while protecting individual information and privacy. Individuals with the confirmed case of COVID-19 will self-isolate according to Alberta Health Isolation Guidelines. Schools will be in contact with the Division office to notify of confirmed case(s). **Decisions on the need for alternate instructional delivery plans or school closures will be made by the Government in conjunction with local officials.**

### Public Reporting: If there are **FIVE (5) OR MORE confirmed cases** in the outbreak at your school setting, the outbreak at your school

**will be publicly reported on the Alberta Health outbreak website**

Schools, school districts and AHS will continue with all roles and responsibilities under Outbreak. Public health measures for outbreak management are at the discretion of the Zone MOH; **decisions on the need for alternate instructional delivery plans or school closures will be made by the Government in conjunction with local officials.** The Zone MOH may make recommendations or provide orders to effectively control the outbreak. These recommendations will be based on the number of active COVID-19 cases in the school and the risk of ongoing transmission, as determined by the public health investigation. Schools will be in contact with the Division office to notify of confirmed case(s). AHS can answer applicable questions from parents/guardians, the school or other partners involved in the outbreak. Public or media questions should be redirected to Alberta Health at this time.