



# WOODLANDS ADVENTIST SCHOOL COVID-19 RE-ENTRY HANDBOOK

**Scenario 1 – Near Normal Operations**

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## Introduction

### Purpose of Handbook

Woodlands Adventist School is committed to the health and safety of its students, staff and community during the COVID-19 pandemic. Alberta Education has outlined three scenarios for school re-entry in the Fall, including:

- Scenario 1 – In-school classes resume, near-normal operations with health measures
- Scenario 2 – In-school classes partially resume with additional health measures
- Scenario 3 – At home learning continues, in-school classes are cancelled

This handbook has been developed to support the safe re-entry to school for the 2020/2021 school year, under **Scenario 1**, near normal operations, as defined by Alberta Education and Alberta Health Services.

### Timeline of Handbook

This handbook has been created during the COVID-19 Pandemic. The handbook will be applicable beginning August 31, 2020, and will remain active for the 2020-2021 school year, or until administration announces that it is no longer active.

Where this handbook conflicts with another Woodlands Adventist School policy or procedure, this handbook will take precedence. This handbook may change with time, dependent on the latest government guidance.

### Guiding Principles of Handbook

This handbook was prepared in accordance with the following key principles:

- Student and staff safety are a key priority.
- Student learning and interaction with peers during the pandemic is essential.
- Risks of COVID-19 spread should be minimized whenever possible.
- Woodlands Adventist School staff, parents and students are all partners in keeping our community safe – we are in this together.

### Handbook Structure

This handbook will outline measures as follows:

- Health Guidelines – new expectations for parents and students
- School Operations – changes to school operations to manage risk
- Educational Program Changes – changes to educational planning to manage risk
- Facilities Cleaning – strategies to keep our facility and community safe during the pandemic
- Visitor & Volunteer Guidelines – expectations of visitors to the school
- Staff Guidelines – how our staff will be staying safe and encouraging our students to stay safe

## Health Guidelines

### Daily Screening Expectations

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the Alberta Health Questionnaire found in Appendix D before sending the child to school. The same assessment must be taken by any parent who is considering entering the school. If the child or parent answer yes to any question in the questionnaire, they **must not** enter the school building. As outlined in the staff section, all staff will need to follow similar screening procedures.

Parents must stay apprised of the latest list of symptoms for COVID-19, provided by Alberta Health Services. At the time of writing, symptoms include:

- Fever
- Cough
- Shortness of Breath / Difficulty Breathing
- Sore throat
- Chills
- Painful swallowing
- Runny Nose / Nasal Congestion
- Feeling unwell / Fatigued
- Nausea / Vomiting / Diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle/ Joint aches
- Headache
- Conjunctivitis (Pink Eye)

If students or staff are ill with any common cold, influenza or COVID-19-like symptoms they must stay home and either isolate for 10 calendar days following onset of symptoms, or until symptoms resolve, whichever is longer. They need to complete the AHS Self-Assessment to determine if testing is required. If you have been tested for COVID-19, visit the [AHS page Advice for People Tested for COVID-19](#) for instructions on when you can return to school.

### Student Illness at School

If a student develops or exhibits COVID-19 related symptoms while at the school, the student will be directed to the Quiet Room. The student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room, or space that is 2 meters away from others.

Staff supervising symptomatic students will wear gloves, mask and face shield while attending the student, and adhere to strict handwashing techniques before and after.

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The parent/guardian will be notified to come and pick up the student immediately. It is the expectation that the student is picked up within two hours. Woodlands Adventist School encourages parents to have an additional emergency contact available for pick-up if parents both work and are not able to pick-up within two hours.

All items the student touched will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, i.e., paper, books, cardboard, will be removed from the classroom and stored in a sealed container for 10 days (if not sent home with the student).

Parents must then complete the [COVID-19 Self Assessment for Albertans](#) online, to identify whether or not COVID-19 testing is required for their student. If the assessment indicates that testing is required, the student must be tested and results received before returning to school. If the student is tested and cleared to return to school, parents must send evidence of the negative test to the school.

### Confirmed cases of COVID-19

If there are cases of COVID-19 identified within school settings, Woodlands Adventist School's Zone Medical Officer of Health will work directly with the school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a class home or to close the school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at-home if they are required to self-isolate.

### Students with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to the Alberta Health Services Guidance. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared. Woodlands Adventist School will track typical symptoms that may be confused for COVID-19 for students as is usually done with other medical conditions (ie: allergies, illnesses requiring medication during school day, etc).

### Hygiene

Woodlands Adventist School will promote frequent and proper hand hygiene for students. Students must sanitize their hands before and after eating, when entering the building, when leaving the building, when entering classrooms, and when leaving classrooms. Hand washing with soap and water is required if a student has visibly dirty hands. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds.

Hand sanitizer (a non-alcohol-based hand sanitizer approved by Health Canada for effectiveness against COVID-19) will be placed at entrances/exits, classrooms and high traffic areas.

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing or sanitizing. Staff will encourage and model proper hand washing, sanitizing, and distancing measures for students to observe and place into practice.

Woodlands Adventist School's students will also be expected and encouraged to follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash), if they become symptomatic while at school. **No symptomatic students should be sent to school.**

## School Operations

### Physical Distancing

As much as possible, physical distancing between students will be maintained to minimize risk. However, there will be times when physical distancing will be unable to be maintained, which is why it is key that anyone showing symptoms stays home, then gets tested and cleared before returning to school.

### Student Arrival and Entry

Woodlands Adventist School asks that all parents stay in their vehicles during pick-up and drop-off, as much as possible. For new families/students to the school, a grace period will be extended during the first two weeks of school. After this point, it is expected that families will remain in their cars during drop-off and pick-up.

During the morning drop-off, students should physically distance outdoors until the doors open. Once the doors are opened, students will move directly to their designated entry door and enter the building while staying two meters apart from others where possible. Woodlands Adventist School staff will supervise and encourage physical distancing as students proceed through the mudrooms and hallways, to their classes.

All staff and students must utilize hand sanitizer when entering the building and before entering their classroom. Once in the school, students will head directly to their class. Lockers will only be used for storing outdoor clothing. Students will need to keep all of their school supplies / binders in the classroom.

### Cohorts

As has been communicated by Alberta Health Services, the risk of transmission of COVID-19 is reduced by limiting exposure to others. In light of this, cohorting has been an encouraged form of practice. A cohort is defined as a group of students and staff who remain together. Contact tracing is also more feasible when groups (cohorts) are maintained. Woodlands Adventist School's students will be cohorted by classroom whenever feasible including during shared activities (ie: recess, lunch, Physical Education, etc). As much as possible, the cohorts will stay in the same space, and teachers will move between spaces.

### Hallways Density

To ensure physical distancing within the hallways, signage/arrows have been implemented in high traffic areas to provide directional flow of traffic and safe distancing for staff and students.

Students will remain in homeroom classes as much as possible (with the exception of Physical Education), with teachers moving between classes. Bell times will be staggered when possible to reduce density in hallways.

### Large Gatherings

Assemblies and other school-wide events must be held virtually to avoid large gatherings of people in one space.

### Water Fountains

As per Alberta Health Guidance, 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.

Water fountain knobs and push buttons are considered high-touch surfaces, and will be regularly cleaned and disinfected, along with all other high-touch surfaces.

## Washrooms

Regular washroom access will be maintained. Washroom capacity will be posted, and students will be expected to wait, while practicing physical distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage will be placed about washing hands and physical distancing.

## Classroom Set-up

In Scenario 1, physical distancing will be limited, with 20 students in each classroom. Furniture that cannot be sanitized will be removed and desks will be separated as much as possible, with assigned seating. Students will not share supplies. Desks will no longer be set-up in clusters; desks will be spread out as much as possible. Where table configurations require students to face one another, masks will be worn (Grade 4-9).

## School Technology

All students will be assigned their own chromebook for the year. When a device (chromebook, ipad, etc..) is shared, it will be sanitized between each use.

## Recess

Woodlands Adventist School will ensure an orderly exit and entry during recess. Students will be required to sanitize their hands when leaving for recess and returning to the classroom. Supervisors will encourage students to physically distance as much as possible during the recesses. The playgrounds will be available to the students.

## Hot Lunch Program / Kitchen

Woodlands Adventist School's kitchen will operate, following all food service establishment guidelines identified by Alberta Health Services. The number of students in the kitchen will depend on Alberta Health Guidance.

For those students who order hot lunch, they will eat in their classroom. Parents must pre-order hot lunches in advance. The school will not operate any 'buffet-style' services. Cutlery, napkins and other items will be dispensed to students as required.

## Food Sharing

No activities that involve sharing food should occur between students or staff. If students are eating snacks or lunches in classrooms, any food brought from home must be stored with the student's belongings until it is time for snack/lunch. Proper hand washing or sanitizing must take place before the consumption of food and after the food has been eaten. As well, desk surfaces will need to be cleaned and disinfected after eating.

## Reducing population density throughout the school

Floor markings and signage/arrows are in place to provide directional flow and reduce congregating in high traffic areas. Building access for parents and the general public is discouraged unless necessary.

Large gathering spaces such as the worship room can be utilized to accommodate physical distancing and may be considered for use for various activities to help mitigate distance requirements.

All physical education classes are encouraged to be outside, weather permitting, and physical education curriculum will be modified to accommodate for distancing and to avoid sharing of equipment.

## Gymnasiums

Students will continue to use the gymnasium for Physical Education. Activities in the gymnasium will focus on units that do not require close contact or sharing of equipment as much as possible. Whenever possible, Physical Education will occur outside instead of inside the gymnasium.

## Educational Program Changes

### Courses/Subjects

Woodlands Adventist School will maintain its commitment to high quality, Christ centered education during the pandemic. All courses and subjects will continue to be taught under Scenario 1. Some activities will need to be modified, as outlined in the sections below.

### At-home support

Any student exhibiting symptoms of COVID-19 must stay home. Woodlands Adventist School recommends that parents of these students complete the online COVID-19 assessment tool through AHS, to determine whether or not testing is required. To best support each student's learning, Woodlands Adventist School recommends having students tested for COVID-19 as soon as possible. If the test comes back negative, the student can return to school, and scheduled learning. During the time off for testing, teachers will provide support, similar to how they would have before the pandemic during a student absence.

If a student must self-isolate due to COVID-19, their teacher will provide as much support as possible. It should be noted that this support will not reflect the online learning that occurred in the Spring of 2020, but would instead represent the same level of support that a student would have received before the pandemic.

If an entire grade must self-isolate due to COVID-19, online teaching will occur during the isolation period, similar to the Spring of 2020.

### Activity Planning

Where possible, activities will be modified to increase opportunities for physical distancing and reduce sharing of objects. Any activity involving shared items or equipment will be avoided where possible. If equipment must be shared, then all shared items must be cleaned and disinfected after each use.

### Field Trips

As per Alberta Health Regulations, all field trips and activities requiring group transportation are postponed at this time. Walking field trips can proceed as long as schools are able to ensure that guidelines for physical distancing, eating, equipment sharing, and hand washing can be adhered to.

### Music/Drama/Outdoor Ed/Art, Etc..

These activities may continue to be offered, but modifications will be required to align with Alberta Health guidance. For Drama, units will be modified to ensure that students are not in close proximity or touching one another. Students will need to bring their own props and costumes if necessary for assignments. For Outdoor Education, activities will be modified to promote distancing and disinfecting of shared equipment before use. For Art, activities will be modified to eliminate use of shared equipment whenever possible. When shared equipment is used, it will be disinfected between each use. For Music, Alberta Health's advice is to avoid singing where possible. See appendix A.



## Extra-Curricular Clubs / Programs

Where extra-curricular clubs or programs can meet while maintaining physical distancing they can continue, as long as participants disinfect touched surfaces after meeting. Clubs that cannot maintain physical distancing are cancelled until further notice.

## Athletics & Intramurals

Intramurals are cancelled for the foreseeable future. Further information about whether or not other athletics programs can proceed will be provided when available. Woodlands Adventist School will follow all protocols established by Alberta Health regarding these activities.

## Supporting Students Who Require Individual/Specialized Support

Woodlands Adventist School will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) and Differentiated Learning Goals (DLGs) using a variety of approaches. Specialized supports, such as occupational therapists and speech-language pathologists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. It is expected that many of these professionals will need to wear various personal protective equipment in order to minimize risks.

## Supporting the Mental Health of our Community

Woodlands Adventist School recognizes the negative effect on mental health that this pandemic has had for our staff, students and families. There are some mental health resources listed on the school website. Woodlands Adventist School will continue to leverage its existing mental health supports throughout the pandemic. This includes the Alberta SDA Conference Learning Coach, and local pastoral supports.

# Facilities Cleaning & Personal Protective Equipment

## Facilities Cleaning

A thorough cleaning of the facilities has taken place prior to re-entry and procedures are in place to ensure increased cleaning practices and efficiencies.

Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. door knobs, water fountains, counters) inside and outside classrooms will be conducted. All washrooms and high-touch areas will be cleaned throughout the school day. Each night the entire school will be disinfected.

Teachers and students will also be encouraged to sanitize their work areas regularly, and to wipe down any shared equipment or items after each use.

## HVAC systems

Woodlands Adventist School has been replacing its HVAC systems as part of a multi-year capital plan over the past few years. Woodlands Adventist School will continue to replace end-of-life HVAC systems as required, and will continue maintenance as required to ensure adequate air-flow throughout the building.

## Personal Protective Equipment Expectations

Woodlands Adventist School will follow AHS guidelines in regards to personal protective equipment and masks. AHS notes that *“Mask use will be mandatory for staff and teachers in all settings where physical distancing cannot be maintained. Students (Grades 4-9) will be required to wear them in all shared and common areas such as hallways and on buses. Exemptions will be made for students and staff who are unable to wear a mask due to medical or other needs. Mask use for kindergarten to Grade 3 students will continue to be optional”*. Masks sent with students must respect the character and nature of the school.

The government of Alberta has provided a mask and shield for all school employees, and 2 reusable masks for each student.

## Visitor/Volunteer Guidelines

Visitors and Volunteers should not enter the building if feeling unwell or experiencing any COVID-19 symptoms. All visitors and volunteers to the school will be asked to use the self-screening tool (see Appendix D) before entering the school. If a visitor or volunteer answers YES to any of the questions, the individual must not be admitted to the school.

In keeping with security measures already in place, a record of all visitors will be kept.

Parents will be allowed to enter the building on a limited basis, having completed the self-screening tool.

**Woodlands Adventist School recognizes that certain visits are necessary and unavoidable and requests that parents communicate their plan to visit in advance.**

Some acceptable reasons to come into the school building include:

- Drop-off of medication or forgotten supplies
- Mid-day pick up of student

## Staff Guidelines

### Screening, Time-off

If staff are ill with any common cold, influenza or COVID-19-like symptoms they must stay home and either isolate for 10 calendar days following onset of symptoms, or until symptoms resolve, whichever is longer. They need to complete the AHS Self-Assessment to determine if testing is required. If you have been tested for COVID-19, visit the [AHS page Advice for People Tested for COVID-19](#) for instructions on when you can return to school.

### Substitute Teaching

Woodlands Adventist School recognizes that it may incur increased staff absenteeism due to its strict screening policies. The Alberta SDA Conference has worked to provide an up-to-date substitute teaching list. Woodlands Adventist School also encourages internal coverage where possible. Any teachers who are staying home from work due to illness are encouraged to complete the AHS COVID-19 Self-Assessment as soon as possible, so that they may get tested and return to work as soon as they've received clearance from AHS to do so.

### Employee Hygiene

Woodlands Adventist School promotes frequent and proper hand hygiene for employees. Employees must wash their hands before and after eating, when entering the building, when leaving the building, when entering class

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spaces and when leaving class spaces. Where hand-washing isn't practical, hand sanitizing is required. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds or using the provided hand sanitizer. Hand washing with soap and water is required if the employee has visibly dirty hands.

Hand sanitizer (approved by Health Canada) will be placed at entrances/exits, classrooms and high traffic areas. Woodlands Adventist School's employees should also follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash). Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing.

### Illness while at the school

Staff members will not enter the building if they have symptoms of COVID-19. Woodlands Adventist School will maintain a zero tolerance policy for illness, for both staff and students.

If an employee becomes sick while at work, the following requirements apply:

- Employees who begin having COVID-19 symptoms while at school should leave and begin isolation at home immediately.
- If unable to leave due to coverage concerns, the staff member will contact their supervisor; it is the expectation that the administrator will personally replace the ill employee, or find an internal coverage replacement as soon as possible.
- After being directed to leave the school, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from all others.
- Once a sick individual has left the workplace, Woodlands Adventist School's facility staff will clean and disinfect all surfaces and areas with which they may have come into contact.
- Woodlands Adventist School's administration will consider and record the names of all close contacts (employees and students) that the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started. This information may be necessary if the sick employee later tests positive for COVID-19.

### Staff Safety Protocols

As per direction by Alberta Health, physical distancing will be required in shared spaces such as the office, hallways and classrooms. All staff will be required to wipe down high touch surfaces that they use in the office before it is used by another member of staff (e.g. copier, paper cutter). No activities that involve the sharing of food between staff should occur. It is an expectation that all staff will model appropriate hand hygiene and physical distancing practices to the students throughout the day, and encourage students to adhere to these practices

Physical distancing is expected at all meetings (including team meetings). Meetings will be held via Zoom if adequate space is not available for all participants of the meeting to physically distance (e.g. staff meetings and devotions).

### School Boards

The Alberta SDA Conference recommends that school Boards and principals meet online. If meetings are held in-person, participants must review the self-screening questionnaire before entering the school, and all rules for physical distancing and health measures for indoor gatherings must be followed.

## Appendix A - Music Guidelines

With the exception of Voice lessons, Music classes will proceed. Physical distancing of two metres between teacher and student will be required at all times during the lessons. Where this isn't possible, the teachers and students will be expected to wear masks. Pianos and all other touch surfaces in the Music Academy rooms will be disinfected between each student.

## Appendix B – Rental Guidelines

Woodlands Adventist School will continue to rent its facility to the community under Scenario 1. However, all rentals must adhere to strict health guidelines, as a condition of their rental agreement. These include but are not limited to:

- Having all participants do the COVID-19 Screening Questionnaire (Appendix D) before entering the building.
- Ensure any participant that is exhibiting any symptoms does not enter the facility.
- Ensure all participants use hand sanitizer upon entry and exit.
- Ensure all participants arrive no more than 10 minutes before rental commences, and stay in their vehicles until the rental time (no loitering on premises)
- Ensure drop off and pick up rental participants (if applicable) is completed curbside with drivers remaining in their vehicle.
- Follow marked one-way traffic flow in the hallways.
- Ensure physical distancing of 2 metres at all times while within the facility.
- Keep a log of all participants each day.
- Provide a health and safety plan in accordance with the guidelines provided by Alberta Health Services, outlining how they intend to follow AHS guidelines during the rental.

Woodlands Adventist School reserves the right to reject rental applications due to concerns regarding the proposed activities, as student and community safety is paramount to Woodlands Adventist School.

A Woodlands Adventist School custodian is always assigned to rentals, and disinfection afterwards.

## Appendix C – Contractor Guidelines

Contractors required for facilities maintenance will be allowed into the facility. Contractors must complete the COVID-19 Screening Questionnaire, and not enter the building if exhibiting any symptoms of COVID-19.

Contractors will be required to sign in and out. Contractors will be expected to physically distance by two metres at all times, and wear masks when not able to physically distance. If the contractor does not have a mask, Woodlands Adventist School will provide one. Contractors will be booked on weekends and during other periods of time that students are not in the building as much as possible.

## Appendix D – COVID-19 Self Screening Questionnaire

### Screening Questionnaire

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

#### **Risk Assessment: Initial Screening Questions**

		<b>CIRCLE ONE</b>	
1.	Do you, or your child attending the program, have any of the below symptoms:		
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected</u> * contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

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

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

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

