Scenario 1: In-School Learning
classes resume, near-normal operations
with health measures

This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education and the discovery of new evidence.

Last Updated August 25, 2020
Rocky View Schools (RVS) is committed to the health and safety of students and staff. This guidebook has been developed to support the safe re-entry to school for the 2020/21 school year within the direction provided by Alberta Education and the Provincial Medical Officer of Health. The audience for this guide includes parents/guardians, community members, students and staff.

This guide is tailored toward Alberta Education’s Scenario 1: In-School Learning - classes resume, near-normal operations with health measures. Everyone in our learning communities will need to play their part and follow the protocols in this guide - after all, we’re in this together.

This guidebook is based on the following principles:

- Student and staff health and safety are a priority
- Student learning will continue no matter which scenario we are in
- It will require a collective effort to keep schools open and everyone safe
- Minimize risks not eliminate risks
- Clearly communicate plan with all stakeholders
- Make sure people are informed of the latest expectations

Given the evolving nature of the pandemic, we may be required to transition from one scenario to another with short notice. Other guidebooks have been created and distributed which guide our operations in Scenario 2: Blended Learning - in-school classes partially resume with additional health measures put in place and Scenario 3: At-Home Learning - in-school classes are suspended/cancelled.

We heard from our surveys that most parents and students want school to return as closely to what was occurring last fall. That said, for everyone’s safety we will be changing some school routines and practices to adhere to Alberta Health Services’ (AHS) risk mitigation strategies and to ensure multiple layers of protection for all students, staff, and community. Detailed in this guidebook, these changes contain measures such as:

- Asking families, staff, and visitors to conduct daily health checks prior to school entry with strict stay-at-home and pick up policy for anyone exhibiting signs of illness
- Enhancing cleaning and disinfecting practices in schools and on buses
- Encouraging physical distancing where possible
- Utilizing masks
- Simplifying rooms and traffic flow to allow for more physical space
- Cohorting students where possible
- Mandating hand hygiene and respiratory etiquette
- Outlining shared material and equipment handling
- Assigning mandatory seating plans on buses

For schools to operate in this ‘near normal’ mode, we need all stakeholders to work together. As Dr. Deena Hinshaw advises, this is a collective responsibility, we all:

- Must take measures to protect
- Must maintain high levels of hygiene
- Must follow provincial health guidance to the best of our ability

We thank you for your ongoing understanding and cooperation.

Fiona Gilbert         Greg Luterbach
Board Chair           Superintendent of Schools
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Health Measures

Daily Self-Screening Practices
Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing RVS’ Daily Health Check (Appendix A) before sending the child to school. Parents needing to be on school property must assess themselves before arriving at school or an RVS worksite.

Schools must provide parents and students a copy of the screening checklist prior to the first day of school.

Illness While at School
Students exhibiting signs of illness must be moved to the school’s infirmary room and provided a mask to wear if they are not currently wearing a mask. If there is more than 1 student in the infirmary, then those students must stay more than 2 m apart. Parents/guardians must be notified and advised to pick-up their child within one hour of notification. If the parent is unable to pick up their child, they must designate an emergency contact for student pickup. It is the expectation that students are picked up by the family or emergency contact. Within the Alberta Government’s pandemic response, this is a responsibility all families must adhere to.

Staff supervising symptomatic students must:
- Keep all other staff out of the infirmary room;
- Provide the student with a face mask;
- Use strict hand hygiene;
- Maintain physical distancing where possible; and
- Wear gloves, mask and face shield while attending to the student.

After the student is picked-up, post a sign indicating the room must be cleaned and contact the appropriate custodial staff. All items the student touched must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, i.e., paper, books, cardboard, must be removed from the classroom and stored in a sealed container for 72 hours.

Confirmed Cases of COVID-19
If there are cases of COVID-19 identified within school settings, RVS’ Zone Medical Officer of Health will work directly with the jurisdiction and school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students. Additional guidance is provided in Alberta Government’s COVID-19 School Outbreak Resource Guide.

Schools will not be expected to engage in contacting close contacts but will be required to provided information to AHS Public Health staff.

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

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 symptom, change in baseline) the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students in PowerSchool as they would with other medical conditions.
Testing and Demonstrating Clearance to Return
In order for school re-entry to be successful, all students, families and staff must work together to minimize risks. One of the critical strategies is testing in order to determine if self-isolation needs to continue. Should anyone answer “Yes” to any of the daily health check questions, they are prohibited from entering the school. Your child must stay at home.

Please use the COVID-19 Self-Assessment Tool to determine whether your child needs to be tested for COVID-19. Students can return to school when they have followed the Alberta Government’s requirements related to isolation. Documentation of a negative test is NOT required.

School Operations

Mask Use
Masks will be mandatory for all staff and teachers, and for students in Gr. 4 – 12 where physical distancing is not possible in schools and on buses. RVS encourages mask use for students in Kindergarten – Gr. 3.

School administrators should develop a plan to ensure that students who are hearing impaired or may rely on facial cues are able to communicate with others in areas where non-medical face masks are being worn, or have their educational needs met when teachers are wearing non-medical face masks in the classroom. This may include the use of transparent masks. As with other non-medical face masks, it is important that transparent masks cover the nose and mouth, as well as fit securely against the face.

As mask use is not mandatory from K-3, there will be an enhanced focus on cohorting, hand hygiene, respiratory etiquette and enhanced cleaning.

For all students in grades 4–12, as well as staff, who are unable to wear a mask due to one of the exemptions, the school administration should be informed of the exemption and should ensure adherence to the other public health measures. No official approval of an individual’s exemption is required. Exemptions to mask requirement for all teachers and staff in all school settings and students in grades 4-12 include:

- Persons who are unable to place, use or remove a non-medical face mask without assistance;
- Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
- Persons consuming food or drink in designated areas;
- Persons engaged in physical exercise;
- Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance;
- Persons engaging in services that require the temporary removal of the non-medical face mask, and
- Spaces where physical barriers have been installed between persons.

Additional information about selecting a mask, when and how to use a mask and care of cloth masks can be found on the Alberta Government’s site on masks.

Physical Distancing
Given the number of students in the building, we are working to minimize risk; however, we will not be able to maintain two metres physical separation between students at all times. This is why it is so important that anyone showing symptoms needs to stay home, get tested and cleared before returning to school.

Students are not expected to sit in their desks for the duration of the day. It is recognized that learning can occur during various activities. Additional measures can be implemented when students are not seated in the classroom:

- Consider activities that can take place outdoors or in areas that allow for increased physical distancing and/or increased ventilation;
- Consider limiting the number of students moving within the classroom or throughout the school at one time to promote physical distancing; and
• Consider additional scenarios where non-medical face masks may be appropriate.

Student Flow Inside the Building
Inside the school there will be directional signage in halls and stairwells to reduce physical interaction. The principal will share defined procedures and guidelines that all individuals must follow. Teachers will teach students about the methods being used in the school to minimize risks.

Student Arrival and Entry
Parents/guardians must remain off school grounds or within their vehicle when dropping off their children. They must not enter the school unless approved by the principal. The principal will utilize as many entry doors as possible and assign all students an entry point. Students should move directly to their designated entry door and wait for permission to enter the building while staying two metres apart where possible. The school will develop a schedule that ensures supervision for each entry door and throughout the building. Students will enter the building from their assigned meeting spot in an effort to minimize physical interactions. The principal will create a schedule for student entry. Student entry may require staggered times, which do not necessarily align with established bell times.

All staff and students must utilize hand sanitizer prior to entering the building and before entering their classroom. Once in the school, students will head directly to their class. Hallway lockers are not to be utilized. Students will need to hang their jacket and backpack on the back of their chair or designated area within the classroom that supports distancing guidelines.

Your school will communicate their arrival and entry process to students and families.

Classroom Setup
Classrooms, desktops, and countertops will need to be decluttered of all non-essential items to allow for custodial cleaning. Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed. Desks will be separated from each other to the best of the ability given the size of the classroom and number of students. If two meters 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 or a semi-circle). Students will be assigned a specific seat that will assist should there be a need to contact trace. Teachers will provide a copy of each class’ seating plan to school administration.

Staff and students are to utilize their own personal items (e.g. electronic devices, writing instruments, school supplies) and minimize any shared items. Where possible, teachers will organize their curricular content to minimize the need for shared resources at the beginning of the school year.

Students will be asked to help clean shared resources between individual use (e.g. microscopes, electronic devices, manipulatives, etc.).

Each classroom will have its own supply of wipes, sanitizer and a few temporary masks.

Student Groupings/Cohorting
A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting and the number of students assigned to that teacher. In this scenario, class sizes will be consistent with what RVS has provided in the past. Staff will work to limit cohort/class interactions where possible. Activities that bring together multiple classes or grades are to be limited wherever possible in this scenario. Where possible, teachers will move from learning space-to-space rather than students.

In high schools and upper middle school grades, student cohorts will be larger due to the fact students have different courses and schedules.

End of School Day
Parents / guardians must remain off school grounds or within their vehicle while waiting for their children. They must not enter the school unless approved by the principal. Teachers will ensure all students utilize hand sanitizer prior to leaving their last class.
Schools will communicate their plan to address students exiting the school in an orderly manner with appropriate supervision, maximizing the number of exit doors as practical while adhering to physical distancing guidelines. This may mean that schools may require classes/learning spaces to have staggered dismissal times while ensuring bus schedules are maintained.

Students waiting for pick up are to wait outside in a supervised designated area while following physical distancing guidelines. During inclement weather, the principal will make alternate arrangements for the waiting area.

Prohibited Events
In an effort to reduce interactions between cohorts, multi-classroom/cohort gatherings such as assemblies, whole grade, or whole school groupings are prohibited.

Water Fountains, Water Bottles
Water fountains will remain covered and unavailable to students and staff. Students and staff are encouraged to bring their own filled water bottle each and every day. Sinks and water refilling stations can be used to fill personal water bottles.

Shared School Spaces
Learning Commons, gymnasiums, and foyers remain available for instructional use maximizing physical distancing where possible. Fitness centres and gymnasiums are only to be used for curricular purposes - again with an emphasis on maintaining physical distancing. Playgrounds remain open for student use. Protocols about visiting the school office whether that be for parents, students or staff will be established and shared. Schools with common lunchroom areas will ensure physical distancing guidelines are followed and that they are cleaned and disinfected after each use. The school’s infirmary is to be designated for COVID-19 quarantining and not for other injuries.

Books returned or used in the Learning Commons must not be recirculated until after they have been stored in a dedicated space for at least 72 hours. Staff handling returned materials should always follow hand hygiene practices. Consider employing the use of a self-serve checkout and return service.

Visitors/Parents/Volunteers
In order to minimize risks, volunteers and guest presenters are not permitted until further notice. Authorized visitors include parents, delivery personnel, RVS staff, RCMP, and AHS. Prior to a visitor entering the school they will use the posted self-screening tool, which is posted on the school’s door. If a visitor answers YES to any of the questions, the individual must not be admitted into the school. All visitors must wear masks unless they are under the age of 2 years old. A record of all visitors who remain within the school for more than two minutes must be recorded in the school’s visitor logbook with the iPads/pens to be wiped after each use. Parents will be informed of the process to book a meeting time with school office staff or teachers. These meetings may be face-to-face, keeping physical distance, or be by electronic means.

Eating Lunch
Staff and students will practice physical distancing guidelines while eating lunch to the best of their ability. Common lunchroom areas may be utilized but must be cleaned after each use. No food sharing for staff or students. Students must not share utensils, dishes, and water bottles or drink containers. Students will be asked to wash their hands or use hand sanitizer before and after eating. Students may be asked to help wipe down their own desks or tables used for eating. Use of student shared microwaves is not allowed.

Recess
Schools will develop a coordinated exit/entry schedule utilizing as many exit/entry doors as possible for grades/cohorts to leave their class/learning space to go outside for recess and to return to class/learning space. Recess breaks may be staggered by the schools to reduce the number of students exiting/playing/entering the school. Supervisors will encourage students to practice physical distancing while having recess break.
ROCKY VIEW SCHOOLS – SCENARIO 1: IN CLASS LEARNING

Class Transitions/Breaks
Middle and high schools will have class transition breaks in their daily schedule. This is a challenging time due to the sheer volume of students moving throughout the building at the same time. Where possible, teachers will be encouraged to move rather than students. These breaks are for moving to the student’s next class, washroom breaks or refilling water bottles. Schools may look to stagger the end of various classes to reduce the volume of students transitioning at once. Students will be encouraged to practice physical distancing and to follow posted traffic flow protocols during class transitions.

Extra-curricular Activities
Extra-curricular athletics and extra-curricular fine arts are permitted in a practice format only with no interschool games or in person performances being allowed until further notice. The 50-person maximum includes all involved: coaches/staff, instructors and student athletes/performers. Extra-curricular athletics must follow the Alberta Schools’ Athletic Association (ASAA) The Safe Return to High School Athletics guidelines. Extra-curricular fine arts must follow the Alberta Government Guidance for live music, dance and theatre guidelines. Where a 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.

Field Trips
Guidance from AHS states that field trips and activities requiring group transportation should not be scheduled. As such, field trips should be restricted to locations within walking distance of the school. All field trips beyond a reasonable walking distance are cancelled and should not be planned (e.g. international, out-of-province, out-of-community, across town trips).

School Councils
School Council members and the school principal may choose to meet via an online environment or face-to-face. If they are to occur face-to-face, they must meet outside the regular school day and follow school and AHS guidelines and protocols around hand sanitizer use, size of meeting, maintain physical distancing, wiping surfaces.

Breakfast/Lunch/Snack Programs
Only programs that are serving pre-packaged food in individual bags are permitted to operate. Schools will need to ensure all food handling protocols from AHS are followed including wearing of gloves and masks for anyone packaging or delivery the pre-packaged foods. Given no volunteers will be permitted into the building, this will impact the ability to offer these types of programs. No general hot lunch or fund-raising food/lunch programs are permitted at this time.

School Cafeteria Curricular Programs
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.

Before and After School Programs
RVS has approved the re-opening of Before and After School Programs operated in RVS sites. Questions about specific programs should be directed to the Before and After School Program provider.

Lockers
In order to reduce congestion in the hallways, hallway lockers will not be accessible. Lockers in gyms can be used for students only while participating in physical education or team practices. If lockers are utilized, they must be disinfected between classes/cohorts.

Washrooms
Regular washroom access is maintained for students while schools put measures in place to attempt to reduce the number of students using a washroom at any one time. 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.
Soft Surface Furniture and Equipment
Where soft surface furniture and items can be cleaned using routine protocols, they will be able to remain accessible. If they cannot be cleaned using routine protocols, then they will be removed or marked unavailable using identifiable tape.

Shared School Technology
Schools will work to limit multiple students accessing the same device in a day. Students are encouraged to bring their own device to school to minimize shared usage of devices. Schools are encouraged to divide devices into cohorts and/or grade levels and limit the number of people that contact the device. Devices are to be cleaned after each individual’s use following RVS’ device cleaning protocol.

Learning

Courses/Subjects
In this scenario, students are expected to cover all of the curricular areas with no significant change to hours of instruction.

Optional courses will proceed but may require some adjustments in an effort to support physical distancing and other measures to reduce risks.

- **Music/Band** will be altered to not have in-person singing, cheering or shouting. Playing of wind instruments will require a space where those students can be physically distanced on all sides. Chairs and music stands should be cleaned and disinfected between use. Shared instruments should not be used unless they can be fully cleaned and disinfected between individual student use. Music/Band programs will need to consider alternative ways to achieve the learning outcomes while reducing risks.

- When possible, physical education should be done outside instead of inside and with activities that support physical distancing. Where there is shared equipment, those pieces of equipment need to be sanitized after the cohort is finished using them.

- CTS/CTF courses shall continue to follow health and safety requirements as they have in the past. In addition, schools should review Guidance for Relaunch documents found on Alberta Biz Connect (https://www.alberta.ca/biz-connect.aspx) for COVID-specific precautionary measures to support the safety of staff and students CTS/CTF courses shall follow industry guidance provided by AHS (cosmetology, foods, shops, etc.). Sharing food between students in a specific group who wore masks while preparing would be allowed if there was a designated server serving the food, appropriate hand hygiene, and physical distancing.

- Work experience learning opportunities for students may proceed but minimize close contact and students may want to wear a mask where physical distancing is not possible. The use of shared items or equipment should be avoided wherever possible. If shared equipment must be used, then perform hand hygiene and clean the piece of equipment first.

- Where the subject requires the use of shared items like learning stations, manipulatives, science equipment, teachers will work with students to wipe down devices after each individual’s use.

Fall Review
Like teachers routinely do, teachers are encouraged to spend some time early in the new year to support students with key concepts from spring’s at-home learning. This review should not be used for evaluation but rather help guide and shape instruction over the coming months.

Supporting Learning While Self-Isolating or Ill
Consistent with what happens during non-pandemic times, should a child need to stay home for a period due to illness, classroom teachers will provide key work for the student to be able to work on while at home. Homework bundles or tasks would be provided to the student by the regular teacher, but they would not be engaging in at-home learning like what was experienced in the spring of 2020.
Alternatives to In-class Learning

Due to health concerns and parental choice related to the pandemic, families may choose not to have their child attend their designated school. In these cases, parents must inform their designated school of this decision. From here, parents may choose to:

- home educate their child themselves under Alberta Education Home Education Regulation,
- register for Rocky View Schools Online through the online form Aug. 14 – Aug. 24, 2020,
- pursue other providers outside of RVS for an online school option and withdraw from RVS.

Regular classroom teachers within a child’s designated school will not be supporting students whose parents choose to have their child in separate home education programs during this scenario. Teachers will be busy teaching their students in this scenario and cannot also support students choosing not to attend. Students registered for Rocky View Schools Online will have a dedicated RVS teacher to support their learning.

Provincial Assessments

In this scenario RVS would not be participating in provincial Grade 3 Student Learning Assessment nor the Grade 6 and 9 Provincial Achievement Tests. Grade 12 Diploma Exams in this scenario are required by the province and will continue to count as 30 per cent of the student’s final diploma course mark.

Supporting Students Who Require Individual/Specialized Support and Medically Fragile Students

RVS will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Students with complex or differing learning needs will continue to be intentionally included in the learning of the whole classroom with support from Learning Supports. Where required, registered nurse and/or licensed practical nurse will be engaged and will need to follow the guidelines from AHS. Divisional supports, such as occupational therapists, speech-language pathologists, psychologists, physical therapists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. Some of the services will be provided online. We would expect that many of these professionals will need to wear various personal protective equipment in order to minimize risks.

COVID-19 Specific Protocol Teaching

Staff will utilize many different resources available to teach and support how the school is operating in light of the pandemic. Various tools from AHS will be introduced to teach student hand washing, proper physical distancing protocols, etc. Ways to support one’s mental health and social-emotional supports also will be explicitly taught by the school.

TRANSPORTATION SECTION

Transportation of Students

Regular transportation service levels will be maintained throughout Scenario 1. Students registered for service will be assigned a route and be expected to utilize their electronic pass each and every time they enter and exit a bus in an effort to help with contact tracing should that need to occur. Regular fees will apply for all riders. The buses will remain quite full, with more than one student sharing a seat. Masks will be mandatory for students in Gr. 4 – 12 and the driver. RVS encourages mask use for Kindergarten – Gr. 3 students. Families can withdraw their student from the bus by September 30, 2020, and not have to pay a fee.

Families are required to complete the daily health check list prior to sending their student to the bus stop. Should the student display any concerning symptoms then they must remain home until tested and cleared.

The driver must develop a seating plan, keeping siblings together wherever possible. The seating plan will attempt to spread out the riders to the best of the ability given the limited space on the bus. Individuals must sit in the assigned seat
and cannot move seats to sit with friends. Youngest riders will be seated closer to the front of the bus. Any students not sitting in their assigned seat will be reported to the school administration.

The bus driver will put on gloves, mask and goggles and use the provided pump sprayer to sanitize the bus in between runs. Once the bus is sanitized, the driver may leave the school and start the next run. The gloves and mask should be disposed of and only the goggles may be reused in between cleaning. The sprayer will be kept in a secure location accessible only by the bus driver and additional cleaning supplies for the sprayer can be acquired by contacting RVS' caretaking department.

Should a child display or bring to the driver's attention concerning symptoms when getting on the bus or while riding (atypical coughs, runny nose, fever, shortness of breath, difficulty breathing, headache, sore throat, chills, painful swallowing, feeling unwell, fatigue, nausea, vomiting, unexplained loss of appetite, loss of sense of taste or smell, muscle or joint pain, pink eye) then the driver must stop, ensure a mask is being worn by the impacted student, move the student to the reserved row at the front, wipe down the immediate area that the student was in and report the student's name and school to RVS' Transportation Department. If this occurs on the way to school, then the student will be taken to a supervisor to be brought into the school's infirmary and the parent notification protocol will take place by the school. RVS will provide a box of masks for each bus for emergency use. When supplies are low the driver must request additional masks by contacting RVS' caretaking department.

The contractors will be responsible for providing the necessary personal protective equipment for the drivers. Current D250 regulations for school buses do not allow a plexiglass style separation screen for drivers.

**BUILDINGS AND CLEANING SECTION**

**Cleaning**

Schools will be cleaned daily with additional measures put in place throughout the school day. Anyone entering the building will need to use hand sanitizer. Should medical exemptions from using hand sanitizer be required, those individuals will need to be escorted into the building and wash their hands prior to moving about the school. Sanitizer stations will be available both outside the building at the various entrances during school days and outside each room within the school. Sanitizer will be provided centrally with schools requesting additional supplies through their head building operator.

School spaces will be provided wipes for individuals to maintain their learning or working space or wipe down shared devices (technology, manipulatives, specialized equipment). If the classroom or space is used by multiple cohorts during the day, individuals within that cohort are asked to wipe down their individual desk in between cohorts. These wipes will be provided centrally with schools requesting additional supplies through their head building operator. Spaces in the school will also have access to temporary masks and gloves.

Caretaking staff will maintain schools within RVS' pandemic cleaning protocol. Kindergarten classrooms will be cleaned in between morning and afternoon groups. Caretaking staff will log their additional cleaning activities using the tool provided by the Caretaking department.

Schools will have multiple back-pack style electrostatic sanitizers to help with cleaning. These will be used in kindergarten rooms between the morning and afternoon groups; to clean the infirmary if it is used; to clean a room during the day as identified by school administration and nightly as part of the deep clean of the school. These units will be provided centrally with schools requesting additional supplies through their head building operator.

Signage about the importance of cleaning will be provided and posted in spaces.

**Community Use of RVS Spaces**

In order to reduce the number of people in the building, community use of indoor spaces in schools will not be permitted. Use of outdoor spaces by community users may be permitted by following AP5014 Community Use of Outdoor Spaces. Additional fees may apply for outdoor space usage.
RVS Adult Education Programming
RVS Adult Education programming is encouraged to be provided online but where it must take place face-to-face, the programs must end in time for the cleaning to be completed. Participants will be asked to wipe down their own desk spaces.

Personal Protective Equipment and Controls
School/site reception areas will be centrally provided with temporary plexiglass screens. These screens are to be cleaned by following the protocol provided. Each room in RVS will be provided a supply of temporary masks. Each school will be provided with a supply of reusable masks and face shields. Sanitizer stations and supplies are being provided for each room in addition to entrances for buildings. A supply for gloves and wipes will be provided to each school to be distributed internally as required.

STAFF SECTION

Daily Self-Screening Practices
Staff must assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease using RVS’ Daily Health Check (Appendix A) before arriving at school or worksite.

Illness While Onsite
Staff who become ill must notify their supervisor and immediately self-isolate by going home. All items the teacher touched must be cleaned and disinfected as soon as the staff member has self-isolated. Items that cannot be disinfected, i.e., paper, books, cardboard, must be removed from the classroom/office and stored in a sealed container for 72 hours.

Staff 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 Document. This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline) the individual must go home and be tested and cleared by RVS Employee Health - Disability Management.

Staff Requiring Personal Protective Equipment
Throughout RVS reusable masks, temporary masks, gloves and sanitizer will be available. Each school/department will be provided with a supply of face shields for those requiring such protection. Should an individual feel they need different personal protective equipment, they are encouraged to discuss their needs with their supervisor.

Please note: Staff will be required to wear a mask in common areas and when physical distancing cannot be maintained. Staff may choose to wear their own personal masks if they wish.

Soft Surfaces
Where soft surface furniture and items can be cleaned using routine protocols, they will be able to remain accessible. If they cannot be cleaned using routine protocols, and if teacher owned items, they will be required to be taken home and stored. If they are school purchased items, then they will be removed or marked unavailable using identifiable tape.

Staffroom/Workroom
Staff will practice physical distancing and personal hygiene guidelines while utilizing these spaces. Staff members are to clean and disinfect staffroom/workroom areas used including wiping down keypads on photocopiers.
Staff Meetings
Principals may choose to meet via an online environment or face-to-face with the whole or parts of their staff. Face-to-face meetings must follow school and AHS guidelines and protocols around hand sanitizer use, size of meeting, maintain physical distancing, wiping surfaces.

Online Teaching
Parents who wish to register for Rocky View Schools Online will be required to register by the deadline. Once the number of students registered for in-class and online learning is confirmed, RVS will determine our online vs. in-class teacher resourcing needs. RVS will make a call for teachers who wish to move to teaching in our online offering.

Itinerant Staff
Itinerant staff members are employees who work in multiple sites throughout the course of their day or week. These include, but are not limited to, OTs, SLPs, learning specialists, maintenance, technology and caretaking personnel working in multiple locations. Itinerant staff members who work in close proximity with students and are unable to maintain physical distancing will be provided with a shield and a mask. All other itinerant employees are required to wear masks when they enter a school. Itinerant staff will follow the school protocols.

Substitutes
Substitutes for teachers and support staff will be dispatched as per normal unless AHS advises otherwise. Substitutes may request to further limit their dispatch preferences by level, area or specific school. The request is submitted using the Atrieve portal e-Form whereby HR updates their preferences in the Atrieve HR system. In order to ensure all schools have access to a sufficient number of substitutes, HR reserves the right to limit the number of substitutes who request specific schools/areas. Substitutes are required to review the COVID-19 guidebook and sign off the Job Hazard Assessment (JHA) for the job group to which they are assigned.

HR will track which schools and which teacher they have replaced when they are dispatched for a specific employee. Schools must have substitutes sign in at the beginning of their day and indicate who they are replacing. Substitutes dispatched to replace a No Absent Teacher/Support must be tracked at the school level. Schools will need to ensure, in this case, that they clearly document the classes the substitute has been in for this absent entry. In addition, substitutes are asked to maintain a record of the schools and classes they were dispatched to in the event they are asked to assist with contact tracing.

In the event there is a shortage of substitutes due to COVID-19, the first option is for schools to attempt to cover internally. If this is not an option, and coverage is still required, contact Ragan Johnson (4006) or Lyndon Chubbs (4074) in Human Resources. Human Resources will re-designate non-essential substitutes from other schools. Non-essential substitutes include those assigned to a replace a No Absent Teacher, an Administrator attending professional learning events/meetings and possibly those covering teachers attending Divisional professional learning events/meetings.

Substitutes are required to perform daily screening before entering an RVS worksite. If they exhibit symptoms, they are to mark themselves unavailable on their workboard until they are cleared to return to work by Employee Health – Disability Management (dmanagement@rockyview.ab.ca).

Please note: Substitutes will be required to wear a mask in common areas and when physical distancing cannot be maintained. Substitutes may choose to wear their own personal mask if they wish.

Employee Absences Related to COVID-19
RVS values the health and safety of all employees. Employees legally required to isolate as per Alberta Health Requirements due to COVID-19, will be able to access job protected sick leave as per the Collective Agreement or Terms of Employment governing their position. Employees may be required to provide medical documentation to Employee Health if requested.
Employees with COVID-19, COVID-19 Symptoms
Employees who test positive for COVID-19 must isolate and are required to follow current Alberta Health requirements. Employees must contact their supervisor to inform them of their absence and enter their absence in Atrieve as Sick with Pay (Covid-19).

Employees who have or develop symptoms of COVID-19 unrelated to a pre-existing health condition must isolate and may not enter the workplace. Should symptoms develop throughout the day at the workplace, employees must isolate and leave the workplace as soon as practicable. Employees with symptoms are required to follow current Alberta Health requirements, are advised to utilize the Alberta Health COVID-19 Self-Assessment screening tool. Employees must contact their supervisor to inform them of their absence and enter their absence in Atrieve as Sick with Pay (COVID-19).

Employees Returning from International Travel
Employees are expected to ensure that any travel requiring them to self-isolate is completed in time to return to work. If an employee is required to self-isolate due to travel by choice, then they will be granted unpaid leave.

Employees in Close Contact* with an Individual with COVID-19, COVID-19 Symptoms, or Returning from International Travel
Employees who are in close contact* with an individual or family member who tests positive for COVID-19 are required to isolate as per Alberta Health requirements. Employees must contact their supervisor to inform them of their absence and enter their absence in Atrieve as Sick with Pay (COVID-19).

Employees in close contact* with a person with COVID-19 symptoms who has not tested positive may enter the workplace if this meets Alberta Health requirements. If the individual or family member subsequently tests positive for COVID-19, the employee would then be required to isolate as per Alberta Health requirements. Employees must contact their supervisor to inform them of their absence and enter their absence in Atrieve as Sick with Pay (COVID-19).

Employees in close contact* with an individual or family member who has recently returned from travel outside Canada may enter the workplace if this meets Alberta Health requirements. If the individual or family member subsequently tests positive for COVID-19, the employee would then be required to isolate as per Alberta Health requirements. Employees must contact their supervisor to inform them of their absence and enter their absence in Atrieve as Sick with Pay (COVID-19).

*Close Contact is defined as provides care, lives with or has close physical contact without appropriate use of PPE, or comes into direct contact with infectious body fluids

Employees Entering or Returning to the Workplace Following an Absence Related to COVID-19
Employees who have fully recovered from COVID-19, who wish to re-enter the workplace may be requested to provide medical documentation to Employee Health indicating they are in compliance with current Alberta Health requirements. The employee may not enter the workplace without prior approval by Employee Health - Disability Management (dmanagement@rockyview.ab.ca).

Employees who have tested negative for COVID-19, have had no known exposure to COVID-19, whose symptoms have resolved and who have completed the mandatory isolation period may re-enter the workplace.

Employees who have tested negative for COVID-19, have had no known exposure to COVID-19, who wish to re-enter the workplace before symptoms resolve may be requested to provide medical documentation to Employee Health indicating they are in compliance with current Alberta Health requirements. The employee may not enter the workplace without prior approval by Employee Health - Disability Management (dmanagement@rockyview.ab.ca).

Employees who have tested negative for COVID-19, have had no known exposure to COVID-19, whose symptoms have resolved, and who wish to re-enter the workplace within the recommended (but not legally required) isolation period may be requested to provide medical documentation to Employee Health indicating they are in compliance with current Alberta Health requirements. The employee may NOT enter the workplace without prior approval by Employee Health - Disability Management (dmanagement@rockyview.ab.ca).
Employees with an unrelated pre-existing health condition which exhibits similar symptoms to COVID-19 (e.g. cough, runny nose, sore throat, etc.), who wish to enter the workplace may be requested to provide medical documentation to Employee Health indicating they are in compliance with current Alberta Health requirements. The employee may not enter the workplace without prior approval by Employee Health - Disability Management (dmanagement@rockyview.ab.ca).

**Employee with Family Care or Personal Responsibilities Related to COVID-19**

Employees with family care or personal responsibilities related to COVID-19, and not covered in one of the scenarios above, who are unable to enter the workplace due to conflicting responsibilities, must contact a Human Resources Advisor to inform them of their circumstances. The Employee may be asked questions or asked for proof of their circumstances in order to determine how RVS can best support them. Should the employee be granted a leave of absence during this time, it would be considered a job-protected leave for a defined period limited to their existing employment contract end date.

**Employees Unable to Work due to Disabilities Related to COVID-19**

Employees needing to access the Disability Management program may be asked to provide medical documentation to Employee Health.

**Unsafe Work**

RVS has implemented procedures in accordance with Alberta Health recommendations designed to minimize the risk of transmission of COVID-19 in the workplace. By the employee’s first day of work or the start of the school year, whichever is later, all employees are required to complete a Job Hazard Assessment (JHA), which includes the hazard of COVID-19. The purpose of the JHA is to inform all employees of the potential risks associated with their jobs and the steps taken to mitigate those risks.

Employees must report unsafe work immediately to their supervisor and through the online reporting system (RISC). Supervisors must immediately complete an investigation of the concern(s). The Supervisor may request assistance from the Joint Workplace Health and Safety Committee and/or an employee representative on the Committee. Divisional OH&S may be contacted if the Supervisor requires further assistance with the investigation. Pending the results of the investigation and any additional controls will be communicated to relevant parties, including the employee who reported the unsafe work.

If an employee refuses work due to a potential unsafe work condition which cannot be resolved in a timely manner, they may be re-assigned duties first within their current location or in another location as determined by Human Resources/OH&S, or placed on leave if deemed necessary by Human Resources while the investigation is taking place. If a replacement employee is placed in the role, they must be informed of the work refusal and the controls put in place to mitigate the risk. This process is documented in the incident investigation report.

For further details, employees can refer to the Alberta Occupational Health and Safety Act and/or contact RVS’ Manager of Occupational Health & Safety.
Appendix A – Daily Health Checks

English
French
Arabic
Hindi
Punjabi
Simplified Chinese
Spanish
Tagalog
Traditional Chinese
Urdu
Vietnamese
## Appendix B – School Daily Practices Template

**School Name**

<table>
<thead>
<tr>
<th>Time</th>
<th>Important Things to Remember</th>
</tr>
</thead>
</table>
| **Before you leave for school**     | • Complete the Daily Health Check BEFORE you leave for school  
• If you answer YES to any questions please stay home, reach out to HealthLink and get cleared before returning to school  
• Bring your mask to school                                                                                                                        |
| **Before entering the building**    | • Parents will need to wait off school property or in their vehicle  
• Put on your mask  
• Meet with your class in the designated area at ___ a.m.  
• Stay physically distanced apart – two metres  
• You will enter the school with a supervisor through various doors                                                                                   |

### The start of classes – entering the building

| Hand sanitizing stations | • Use hand sanitizer and clean your hands as you enter the building  
• Sanitizer stations will be at the entrance of all classroom spaces as well                                                                                       |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In the classroom         | • Use hand sanitizer and clean your hands each time you enter a classroom  
• Wear your mask where physical distancing is not possible  
• Please sit in your designated spot respecting physical distancing where possible  
• Talk to your teacher if you need to leave the classroom for any reason  
• Use your own supplies and do not share your supplies with others                                                                                             |
| Hallways                 | • Follow the traffic flow designated for hallways and stairwells  
• Wear your mask  
• Please move swiftly from class to class  
• No hallway lockers will be accessible                                                                                                                      |
| Washrooms                | • Ask your teacher if you need to use the washroom during class time  
• Students will be required to sanitize or wash their hands before and after using the washroom                                                                 |
| Technology               | • Please bring your own device if possible  
• Shared devices will be available but must be wiped and cleaned after use                                                                                     |
| Lunch                    | • Students will eat their lunch in ___ describe __________  
• Students will be asked to wipe down their ___ desk/table ___ before and after eating with a provided wipe  
• Students will be required to sanitize their hands before and after eating  
• Wear your mask when not eating if physical distancing is not possible  
• Please do not share food or utensils  
• Student use microwaves is not allowed                                                                                                                       |
| Recess/Breaks            | • Students will exit and enter for recess using many doors  
**Describe details if you are doing this** - Recess and other breaks have been staggered to reduce the number of students interacting with others  
• Supervisors will encourage students to maintain physical distancing while on break  
• Playgrounds will be open  
• Class breaks are for moving to the student’s next class, washroom breaks or refilling water bottles  
**Describe details if you are doing this** - Our bell schedule is adjusted to minimize the amount of break time to discourage socialization |
**ROCKY VIEW SCHOOLS – SCENARIO 1: IN CLASS LEARNING**

<table>
<thead>
<tr>
<th><strong>Exiting the building</strong></th>
<th><strong>The end of the day – exiting the building</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Door" /></td>
<td>• Describe details if you are doing this: End of classes have been staggered to reduce the volume of students transitioning at once</td>
</tr>
<tr>
<td></td>
<td>• Students will sanitize their hands as they leave the classroom and head directly out of the building</td>
</tr>
<tr>
<td></td>
<td>• Students waiting for pickup will go to the designated area <strong>describe</strong></td>
</tr>
<tr>
<td></td>
<td>• Parents will need to wait off school property or in their vehicle</td>
</tr>
<tr>
<td></td>
<td>• Students waiting for the bus will wait in the designated area maintaining physical distancing</td>
</tr>
</tbody>
</table>

*Please note masks are required for all staff and students Gr. 4 – Gr. 12 and encouraged for students K – Gr. 3.*