

Contingency 1: In-School with Enhanced Health Measures Plan

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Rocky View Schools (RVS) thanks all families, students and staff for their understanding and cooperation with the health and safety measures in place to limit the spread of COVID-19. RVS has a 2021/22 Return to School Operational Plan outlining protocols to be followed in each school. The plan was informed by the [2021-2022 School Year Plan](#) developed by the Government of Alberta, which anticipates in-school learning will resume in September 2021 under normal conditions. Recognizing the dynamic nature of the pandemic, RVS has two contingency plans if needed. This is **Contingency 1: In-School with Enhanced Health Measures Plan**. The following outlines the protocols RVS will follow if students remain learning in-class at school, but enhanced health measures are required. Contingency 2: At-Home Learning Plan will be put in place if students are required to move to at-home learning.

Implementation is subject to change as the pandemic evolves. We will continue to seek direction from the Chief Medical Officer of Health, Alberta Health Services (AHS) and Alberta Education as an important part of this process.

We appreciate your continued support as we work together to safely return to a more normal school year and operate under [RVS' established calendar](#). Elements of the plan and requirements are categorized below.

School Operations

Daily Health Checklist Usage

RVS will continue to require all students, staff and visitors to use the [Alberta Daily Health Checklist](#) prior to coming to school. Parents/guardians play an essential role as they support actions in the home (such as keeping children/students home when sick and accessing testing if symptoms develop) that ultimately keep other children, students and staff safe.

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 one student in the infirmary, they must stay more than two metres 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 pick up. 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, staff will post a sign indicating the room must be cleaned and will contact the appropriate custodial staff. 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 72 hours.

Mask Use

Masks will be mandatory for all staff and teachers, and for students in Grades 4 – 12 where physical distancing is not possible in schools and on buses. RVS encourages mask use for students in Kindergarten – Grade 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 in Kindergarten – Grade 3, there will be an enhanced focus on cohorting, hand hygiene, respiratory etiquette and enhanced cleaning.

Mask exemptions will be guided by the [Chief Medical Officer of Health](#). In the case of students in Grades 4 – 12 and 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.

Physical Distancing

RVS is working to minimize risk, but given the number of students in the building, it will not be possible to maintain two metres of physical separation between students at all times. For that reason, it is important that anyone showing symptoms stay home, get tested and cleared before returning to school.

Students are not expected to sit at their desks for the duration of the day. We recognize 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 Arrival and Entry

Schools will communicate their arrival and entry process to students and families.

Parents/guardians must remain off school grounds or in their vehicle when dropping off their children. They must not enter the school unless approved by the principal.

The principal will create a schedule for student entry. Students will enter the building from their assigned meeting spot to minimize physical interactions. The principal will use as many entry doors as possible and assign all students an entry point. Student entry may require staggered times, which do not necessarily align with established bell times. 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.

All staff and students must use 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 used. 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.

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 inform students about the methods being used in the school to minimize risks.

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 each 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 between learning spaces rather than students.

Student cohorts will be larger in high schools and upper middle school grades due to their courses and schedules.

Eating Lunch

Staff and students will practice physical distancing guidelines while eating lunch to the best of their ability. Common lunchroom areas may be used but must be cleaned after each use. Students and staff must not share food, utensils, dishes, 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 using 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 during recess breaks.

Class Transitions/Breaks

Middle and high schools will have class transition breaks in their daily schedule. This is a challenging time due to the number of students moving throughout the building at the same time. These breaks are for moving to the student's next class, using the washroom or refilling water bottles.

Schools may look to stagger the end of various classes to reduce the volume of students moving in the school at once. Students will be encouraged to practice physical distancing and to follow posted traffic flow protocols during class transitions.

Where possible, teachers will be encouraged to move rather than students.

End of School Day

Your school will communicate its dismissal process to students and families.

Parents/guardians must remain off school grounds or in their vehicle while waiting for their children. They may not enter the school unless approved by the principal. Teachers will ensure all students use hand sanitizer before leaving their last class.

Students will exit 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 schools 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.

Breakfast/Lunch/Snack Programs

Only programs that serve individually packaged food (e.g., vegetables in baggies, wrapped muffins, granola bars, etc.) are permitted to operate. Schools must ensure all food handling protocols from AHS are followed, including wearing of gloves and masks for anyone packaging or delivering the 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 fundraising food/lunch programs are permitted at this time. Schools considering a breakfast/lunch/snack program must engage their health inspector. Please contact your area director for contact information.

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

Before and after school programs can be operated in RVS sites. Questions about specific programs should be directed to the before and after school program provider.

Washrooms

Washroom capacity will be posted. If the washroom capacity is exceeded, students will be expected to wait while practicing physical distancing. Washrooms will be cleaned regularly. Signage about the importance of washing hands and physical distancing will be posted.

Shared School Technology

Students are encouraged to bring their own device to school. For students without their own device, schools are encouraged to divide devices among cohorts and/or grade levels and to limit the number of students that use the device. Devices are to be cleaned after each use following RVS' device cleaning protocol.

Supporting Learning While Self-Isolating or Ill

Consistent with what happens during non-pandemic times, if a child needs to stay home due to illness, classroom teachers will provide key work for the student to work on while at home. Homework bundles or tasks will be provided to the student by the regular teacher, but they will not be engaging in at-home learning.

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, a registered nurse and/or licensed practical nurse will be engaged, who will follow guidelines from AHS.

	<p>Divisional supports, such as occupational therapists, speech-language pathologists, psychologists and 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 will be provided online. We expect many of these professionals will need to wear various personal protective equipment to minimize risks.</p>
<p>COVID-19 Cases and Outbreaks</p>	<p>Isolations Those who test positive for COVID-19 must isolate as determined by the Chief Medical Officer of Health.</p> <p>Quarantining Close contacts of a positive case are not required to quarantine if they do not have a symptom and/or have not tested positive.</p> <p>Vaccination The decision to be vaccinated is a personal choice. In accordance with Alberta’s privacy legislation, the <i>Personal Information Protection Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i>, RVS staff, parents/guardians and other students must respect the health privacy of students, including their vaccination status. RVS will not ask for vaccination status of any student or staff member or share that information should it be volunteered.</p> <p>Travel Individuals must follow out-of-country travel direction established by government prior to returning to an RVS site.</p> <p>Confirmed Cases of COVID-19 RVS will not be informed by AHS should an individual associated with the school test positive. Schools will not send notifications if informed by an individual of a positive test result.</p> <p>Outbreaks The government has advised that additional measures may be considered or recommended if a school experiences a COVID-19 outbreak, as determined by AHS. If a school is experiencing an outbreak, one or more outbreak measures may be implemented.</p>
<p>Transportation</p>	<p>Transportation/Bus Service Regular transportation service levels and fees will be maintained. Students must continue to only access their assigned route and must use their electronic pass each time they enter and exit a bus. Students will continue to share seats where necessary. Masks are mandatory for all students, drivers, volunteers and staff.</p> <p>Some students may qualify for a mask exemption. See below.</p> <p>Students must complete the Alberta Daily Health Checklist before coming to the bus stop. Children must stay home if answering “yes” to any symptom listed on the checklist.</p> <p>Drivers will develop a seating plan, keeping siblings together wherever possible. The seating plan should spread out riders as much as possible given the limited space on the bus. Individuals must sit in their 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 school administration.</p> <p>The bus driver will put on gloves, mask and goggles and use the provided pump sprayer to sanitize the bus between runs. Once the bus is sanitized, the driver may leave the school and start the next run. Gloves and masks should be disposed of and only goggles may be reused</p>

between cleanings. 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 branch.

Should a child display or bring to the driver's attention concerning symptoms when getting on the bus or while riding, the driver must stop, ensure a mask is being worn by the student, move the student to the reserved row at the front, wipe down the immediate area the student was in and report the student's name and school to RVS' Transportation department. If this occurs on the way to school, the student will be taken to a supervisor, brought to the school's infirmary and the school will notify the parent/guardian.

RVS will provide a box of masks for each bus for emergency use. Drivers can request additional masks by contacting RVS' Caretaking branch.

Contractors are responsible for providing the necessary personal protective equipment for drivers.

Mask Exemption Process on School Buses

As mandated by the Government of Alberta, mask use is required for all individuals on a school bus (at least until September 27, 2021). A mask is not required if:

- the individual is under two years of age
- the individual qualifies for a medical exception as described below

Exception for a medical condition

The government has established exemptions to mask wearing for those with medical conditions in specific settings where they are required such as school buses. Qualifying medical conditions recognized by the government include:

- Sensory processing disorders
- Developmental delay
- Cognitive impairment
- Mental illness including:
 - Anxiety disorders
 - Psychotic disorders
 - Dissociative identity disorders
 - Depressive disorders
- Facial trauma or recent oral maxillofacial surgery
- Contact dermatitis or allergic reactions to mask components
- Clinically significant acute respiratory distress

Under current health orders, exemptions can be provided to those traveling on a school bus by presenting a medical note for mask exemption signed by an authorized health professional (nurse practitioner, physician, or psychologist). This is to be presented to the transportation department. The driver will be notified of the exemption. Exemption letters that are not signed by one of the health professionals listed will not be accepted. A [medical exemption letter template](#) is available for use.

Those without an exemption MUST wear a mask while riding the bus. Those without a mask will be provided a temporary mask.

Those who choose to remove their child from the bus may receive a refund by contacting the [transportation department](#).

Facilities

Cleaning

Schools will be cleaned daily with additional measures put in place throughout the school day. Anyone entering the building must use hand sanitizer. Individuals requiring medical exemptions from using hand sanitizer will be escorted into the building to wash their hands prior to moving about the school. Sanitizer stations will be available at building entrances during school days and outside each room within the school. Sanitizer will be provided centrally; schools can request additional supplies through their head building operator.

Schools will be provided with cleaning wipes for individuals to maintain their learning/work space or wipe down shared devices (e.g., technology, manipulatives, specialized equipment). These wipes will be provided centrally; schools can request additional supplies through their head building operator. If a classroom or space is used by multiple cohorts during the day, individuals in that cohort are asked to disinfect their desk between cohorts. Temporary masks and gloves will also be provided in school spaces.

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

Schools will have multiple 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 posted.

Soft Surface Furniture and Equipment

Where soft surface furniture and items can be cleaned using routine protocols, they will remain accessible. If they cannot be cleaned using routine protocols, they will be removed or marked unavailable using identifiable tape.

Lockers

To reduce congestion in the hallways, hallway locker access will be limited. Lockers in gyms can be used for students only while participating in physical education or team practices. If shared lockers are utilized, they must be disinfected between classes/cohorts.

Classroom Set Up

Classrooms, desktops, and countertops must 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 as much as possible given the size of the classroom and number of students. If desks/tables cannot be spaced two metres apart, 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 and teachers will provide a copy of each class's seating plan to school administration.

Staff and students are to use their own personal items (e.g., electronic devices, writing instruments, school supplies) and minimize sharing 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, hand sanitizer and temporary masks.

Water Fountains, Water Bottles

Water fountains will be covered and unavailable to students and staff. Students and staff are encouraged to bring their own filled water bottle 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 to maximize physical distancing where possible. Fitness centres and gymnasiums are only to be used for curricular purposes, 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.

Personal Protective Equipment and Controls

School/site reception areas will use temporary plexiglass screens. These screens are to be cleaned by following the protocol provided.

Each school will be provided with a supply of reusable masks, face shields, gloves and wipes to be distributed internally as required.

Sanitizer stations and supplies will be provided for each room in addition to entrances for buildings. Each room will also have a supply of temporary masks.

Visitors/Parents/Guardians/Volunteers

To minimize risks, volunteers and guest presenters are not permitted. Authorized visitors include parents/guardians (with principal approval), delivery personnel, RVS staff, RCMP and AHS. Prior to a visitor entering the school they will use the self-screening tool posted on the school's door. Visitors will be asked if they have completed the screening tool. If a visitor answers "yes" to any of the questions, the individual will not be admitted into the school. All visitors must wear masks unless they are less than two years old. A record of all visitors who remain at 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, while keeping physical distance, or by electronic means.

Community Use of RVS Spaces

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.

<p>Assessment</p>	<p>Provincial Assessments In this contingency, Grade 12 Diploma Exams are required by the province and will count as 30 per cent of the student’s final diploma course mark. Grade 6 and 9 Provincial Achievement Tests continue to be mandatory. Grade 3 Student Learning Assessments will be paused.</p>
<p>Activities</p>	<p>Prohibited Events To reduce interactions between cohorts, multi-classroom/cohort gatherings such as assemblies, whole-grade or whole-school groupings are prohibited.</p> <p>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 allowed until further notice. Clubs that cannot maintain physical distancing are cancelled until further notice. Alberta Government guidelines must be followed.</p> <p>Field Trips Field trips should be restricted to locations within walking distance of the school. All field trips beyond a reasonable walking distance are cancelled.</p>
<p>Other Matters</p>	<p>School Councils School council members and the school principal may choose to meet virtually or face-to-face. If meetings 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 meetings, physical distancing and the wiping of surfaces.</p> <p>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 cleaning to be completed. Participants will be asked to wipe down their own desk spaces.</p>