



Spruce Grove Composite High School  
Student and Parent COVID-19 Handbook

## TABLE OF CONTENTS

<b>Overview</b>	<b>3</b>
<b>General Building Safety</b>	<b>3</b>
<b>Promote Healthy Hygiene Practices</b>	<b>3</b>
<b>Enhanced Cleaning and Disinfecting</b>	<b>4</b>
<b>Screening</b>	<b>4</b>
<b>Responding to Illness</b>	<b>5</b>
<b>Cohorts</b>	<b>6</b>
<b>Physical Distancing</b>	<b>6</b>
<b>In-person Learning</b>	<b>7</b>
<b>Expectations for Arrival/Departure and Entry/Exit areas at schools.</b>	<b>9</b>
<b>Expectations for visitors and other service providers entering the school</b>	<b>10</b>
<b>Expectations for shared use equipment</b>	<b>10</b>
<b>Auxiliary Spaces</b>	<b>10</b>
<b>Food Service</b>	<b>11</b>
<b>Off-Campus/Work Experience, Other Learning Experiences, Extracurricular, Field Trips</b>	<b>11</b>

## OVERVIEW

This document is designed to accommodate the return to school for staff and students in either a Scenario 1 or Scenario 2 where students will be attending SGCHS.

These following measures have been developed for use by Parkland School Division and are based on the guidance documents developed by the Government of Alberta. The intent of this document is to guide schools and departments in preparation for the return of students. Each school will develop site specific plans that address the measures indicated in this document.

The scenarios include:

- **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/resumes, in-school classes are cancelled

## GENERAL BUILDING SAFETY

### PROMOTE HEALTHY HYGIENE PRACTICES

At SGCHS, during the staggered entry start day students will be taught and will review the following:

- Ensure students are reminded about proper hand washing techniques. Students will review with their class where and how to wash their hands. Students will review where and how to sanitize their hands.
- Ensure students are reminded about the importance of physical distancing, coughing and sneezing techniques. Students will review distancing outside their entry door, their classroom door, by the washrooms, and other common spaces.
- Review proper mask procedures for putting on and taking off masks, as we require students in grades 4-12 and all staff to wear masks in all common areas and on busses and when social distancing or close contact is for more than 15 minutes. Please send a container or bag to safely store your mask when not in use. This includes washing and/or sanitizing their hands before removal, storage of the used mask, then washing and/or sanitizing their hands
- Encourage the use of face masks where appropriate and instruct /remind students on the proper use, especially in situations where physical distancing is difficult to maintain or in situations where close contact is for more than 15 minutes, such as in the classroom.

To the highest extent possible, at SGCHS:

- All sinks in schools will have soap and paper towels available to assist with hand washing.
- Students are encouraged to bring a water bottle labeled with their name instead of using water fountains.
- Teachers will share with students the process for hand cleaning and sanitation for their classrooms, such as before and after shared tools, equipment and when exiting and entering the classroom as all classrooms will be provided with a bottle of liquid hand sanitizer and/or dispenser to be used by all students at the beginning and end of all classes and entering and exiting a classroom. It is encouraged that students bring personal hand sanitizer as well as a container or bag to safely store their mask when not in use.
- Signs will be posted through the school on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. [Link to posters.](#)

- There will be a mobile hand sanitizing station at the public entrance(s) of all the school by upon entering the foyer all guests and/or visitors will be required to use the hand sanitizing station when entering the school.

## ENHANCED CLEANING AND DISINFECTING

- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
  - The Principal will have a detailed plan created with the head custodian to ensure to the greatest extent possible high traffic areas, bathrooms and common spaces are cleaned as frequently as possible.
  - Clean and disinfect frequently touched surfaces (i.e. door handles, water fountain push buttons/knobs) within the school as frequently as possible based on school cleaning protocol developed with custodians/facilities.
- In classrooms, it will be encouraged to keep the doors open and windows open when possible. As well as, when possible, all offices and common doors will be propped open to decrease touch points.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, meeting rooms for ongoing cleaning between users.
- Individuals are asked to clean individual work spaces (i.e. teacher desk) following use and before using a new work space.
  - Where appropriate, students will be asked to wipe down individual work spaces (for instance, a teacher could spray desks and ask to students to wipe the surface with paper towel). This will be asked, when appropriate, when using a shared space.
- At SGCHS, when it is safe and secure, to increase circulation of outdoor air, we will open doors or windows.
- All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned have been removed from classrooms or will be designated to a singular student use – such as personalized seating, or sensory equipment.

## SCREENING

- The [COVID-19 Screening Questionnaire](#) shall be reviewed each day by all school staff and students prior to coming to school. No paper documents will be submitted by parents/guardians. It is not necessary for schools to keep a daily copy of this questionnaire.
- Answering "yes" to any of the questions on the questionnaire means that an individual must complete the [Alberta Health Services Online Assessment tool](#) and follow the directions. The results from the Alberta Health Services Online Assessment Tool will determine whether or not you may enter the school.

In Alberta, individuals are LEGALLY REQUIRED to self-isolate if:

- You test positive for COVID-19.
- You have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You have been in contact with someone known to have COVID-19.
- You have travelled outside Canada within the last 14 days.

In Alberta, individuals DO NOT have to self-isolate if:

- You are awaiting asymptomatic test results (in this case, you have none of the symptoms listed).
- You have no symptoms of illness.
- You have symptoms of illness that are related to a pre-existing illness or health condition.
- You have tested negative for COVID-19.

- You have tested negative for COVID-19 and have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition. We do always suggest you stay home when sick with any illness, until symptoms resolve; however, if your COVID test is negative, this is not legally required.

#### Screening Requirements for School Entry – Parkland School Division

- Each day, staff and students must consider the questions on the Fit for School Assessment (below) before coming to school.
- It is the ongoing responsibility of staff and students to comply with the screening requirements.
- It is the responsibility of parents and staff to help their children comply with the screening requirements.
- Children and youth will need a parent to assist them to complete this screening tool.
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold at all entrances to the school.

#### RESPONDING TO ILLNESS

- Staff members, parents, and students must not enter the school if they have symptoms of COVID-19. This document and the supporting documents are available on the SGCHS website, will be shared in a parent email and sent out as needed to ensure to the greatest extent possible that all staff, parents and students are aware they are to not enter the school if they have symptoms.
- SGCHS has a procedure to address staff who become symptomatic during the school day to allow that staff member to isolate/leave the school for the time period recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member is required to use the [AHS Online Self Assessment Tool](#) and follow instructions.
- If a student develops symptoms while at the school facility, the student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room, which will be located close to the office. A staff member will stay with the student and check on them regularly if it is deemed appropriate. The parent/guardian will be notified to come and pick up the student immediately. If the separate room is not available, the student will be kept at least 2 meters away from other students. The student will be required to access the COVID-19 testing by accessing the [AHS Online Testing tool](#), or required quarantine period. Please refer to the [Responding to Illness Protocol](#).
  - If the student requires close contact and care, staff will continue to care for the student until the parent is able to pick up the student. Staff will wear a mask and/or additional personal protective equipment during all interactions with the student and should avoid contact with the student's respiratory secretions.
  - Staff/students must wash their hands before donning a mask and before and after removing the mask (as per [mask guidance](#)), and before and after touching any items used by the student.
  - All items the student touched/used while isolated will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
  - The room used to isolate will be appropriately cleaned and disinfected following use.
- SGCHS will have an established "infirmary" that is different than our office located infirmary to accommodate students exhibiting symptoms while they wait for parent/emergency contact pickup.
- If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school will follow outbreak notification procedures as per routine zone protocols. In such an event, the Principal must contact Division Office and Alberta Health Services.
- Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services (AHS) and may be required to close in-person classes to allow the public health investigation to

take place. The decision to send a cohort/class home or to close a school will be made in consultation with [the local Medical Officer of Health](#).

### **Parents are asked to clearly confirm the following information:**

- SGCHS asks that you confirm your student two emergency contacts with the understanding that these individuals would be expected to pick up a sick child in a timely manner if they become symptomatic. The office will be reviewing students contact information and reaching out to families who have yet to complete this information.
- Please reach out to the office prior to school starting if your child has a preexisting condition that may display with COVID-19 symptoms. SGCHS will keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school. Families will be required to provide proof of the negative COVID-19 test. This can be done through your MyAlberta Digital ID, your family doctor or any pharmacy.

## COHORTS

To the greatest extent possible at SGCHS:

- Students will remain in their classroom cohort for each of the two classes per quarter.
- Teachers will be planning to have classroom activities with "cohorts within the cohort" where students work with the same group when close proximity is required, such as science labs, food labs and group work.
- Class changes are limited due to the quarter system – all shared areas or tools, will be disinfected between uses and students will wash or sanitize their hands prior to entering a space and again when leaving a space.
- Lunch time, transition between classes, etc. will be staggered to keep cohorts separated. In most situations, except for the start of the day and end of the day, it will mean that one class, when possible, will be using their designated exit and entrance into the building at a time.
- Will keep records of cohorts and potential interactions between students/cohorts to assist with potential contact tracing.

## PHYSICAL DISTANCING

To the greatest extent possible at SGCHS will:

Field Trips and other educational supports:

- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing and support proper hygiene (i.e. hand washing).
- Limit access to the school of any non-essential visitors or volunteers including parents. This includes dropping off on the mornings and pick up at the end of the day. If a pick up is needed mid-day, the parent can come to the main office and the student will come to meet them there. The office will maintain records of contacts within the school by any visitors to the school.

In classroom distancing:

- Try to space desks and tables as far apart as possible, attempting to reach the recommended guideline of 2 meters (6 feet). In classrooms where this is not possible, Teachers will configure their classrooms to have the greatest space possible and will have set seating plans. Shared tables are in some classrooms

where students will be spaced as far apart as possible, not facing each other, which may be beside each other not across.

- All teachers are to keep accurate classroom seating plans which do not change frequently; these will be shared with the office.
- In all classrooms, the desks will face the same direction (rather than facing each other) or will have students sit on one side of tables, spaced apart not facing each other.
- In situations where physical distancing is not possible (e.g., buses, classrooms where the recommendation of 2 meters is not possible and some sporting activities.), mask use will be supported, as well as extra emphasis on hand hygiene, respiratory etiquette, not participating when sick, and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.
- In classrooms and when in the hallways, students will maintain physical distancing within a cohort whenever possible to minimize the risk for virus transmission (i.e., spacing between desks, spots on the floors in line for the bathrooms).
- Teachers will recommend the use of masks for students or staff when physical distancing is not possible (where appropriate) or in situations where close contact is for more than 15 minutes in classrooms. Masks are required when in common spaces and on busses. Please bring a container or plastic bag to store the mask when not in use.
- Teachers have removed any unnecessary furniture items from classrooms to maximize the amount of space between desks

#### Common Areas and hallway distancing:

- The Library, Student Lounge and Cafeteria will have limit seating, and maybe used by staff for activities that require larger social distancing than is available in their classrooms. As they are common spaces, face masks are required during class time. As the Student Union Café in the Library, Student Lounge and Cafeteria will be used during lunch, in cohorts, with social distancing, mask may be removed only when seated to eat.
- Have a staggered dismissal of classes to provide for physical distancing in hallways, this may alter *slightly* the end time for students.
- The lunch break will be staggered to decrease numbers of students in hallways and common areas. Siblings may not have the same lunch times.
- There will be an increase supervision in busy areas of schools/grounds before, during and after school to encourage appropriate physical distancing.
- There will be signage, floor spots and arrows to address traffic flow throughout the schools. This will be reviewed with student during their staggered entry date to start the year. Please note, we are delegating zones for entry and exit, and stairwell use based on classroom assignment.
- There will be areas with directional arrows, 2-meter physical distancing areas where lineups occur (For example: front office, student services, cafeteria, Café, bathrooms), within classrooms for students or other applicable areas.

#### Bathrooms and common rooms:

- There will be a limit to the capacity for all bathrooms/change rooms of 3 at a time. Teachers will review the bathroom process for their classrooms on the first day back in class.
- Signage will be placed for all meeting rooms limiting capacity as required.
- There is reduced seating in the office and common spaces to prevent or limit gathering of students, visitors, and staff.

**At SGCHS, our amazing and supportive staff will:**

- have cleaning procedures, processes and altered room configurations to support social distancing.
- implement regular hand washing and sanitizing upon entering and exiting their classrooms, modify their classroom plans to limit student movement in class, limit sharing of resources and limit student close contact.
- share their classroom specific plans with students and administration to ensure clarity and support understanding.
- plan for students, who are attending In-Person Learning, to miss periods of time due to requirements for self-isolation, delays in Covid-19 test results, etc.
- plan and share student assigned seating plans throughout the day in the classroom. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.
- plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use.
- Plan for students to have their own personal supplies to use that are stored separately individual backpacks, etc.. Please note, we are limiting locker use to students in Phys. Ed. as this assists us with maintaining space in hallways and limiting points of contact. Should you require a locker, please speak with your Grade Coordinator.
- For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they should proceed:
  - Does the activity involve shared surfaces or objects frequently touched by hands?
  - Can an activity be modified to increase opportunities for physical distancing?
  - What is the frequency/possibility to clean high touch surfaces? (e.g., electronic devices, equipment)

Washroom protocols:

Washrooms will be cleaned and disinfected several times throughout the day. There will be a maximum number of students permitted in the washroom at one time.

Lunch:

It is important for students who stay at school for lunch to remember to bring their lunch each day or to have money for the Cafeteria (as of September 14) as it is not easy for school staff to accommodate family members dropping off food. We will have healthy lunch options available if a student does not have a lunch or snacks that will follow the COVID-19 health protocols. If a student forgets their lunch, families should phone the office and we will work out a solution. Students will store lunches with their other personal belongings. All students must wash their hands before eating, and **eat only their own food**. Students are not permitted to share food under provincial health guidelines

Music and Musical Theatre

These courses will continue at SGCHS, but they will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time unless located in a space large enough to accommodate adequate social distancing.

Physical Education

SGCHS will continue to provide physical education instruction. We will try to deliver much of the programming outside as it is most desirable, and activities that support physical distancing, such as badminton, are recommended. Sharing equipment is discouraged. Equipment that is used will be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment.



## EXPECTATIONS FOR ARRIVAL/DEPARTURE AND ENTRY/EXIT AREAS AT SCHOOLS.

### Arrival:

Students should not arrive prior to 8:15 unless on a bus, as supervision begins at 8:15. Students will not be able to enter the school earlier and wait in the common spaces as has been the prior practice. All students will have an assigned door to use every time they enter and exit the school. The location for your door to enter corresponds with the zone for your first class and the location for your door to exit corresponds with the zone for your second/last class.

Parents/Guardians bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school past the front office.

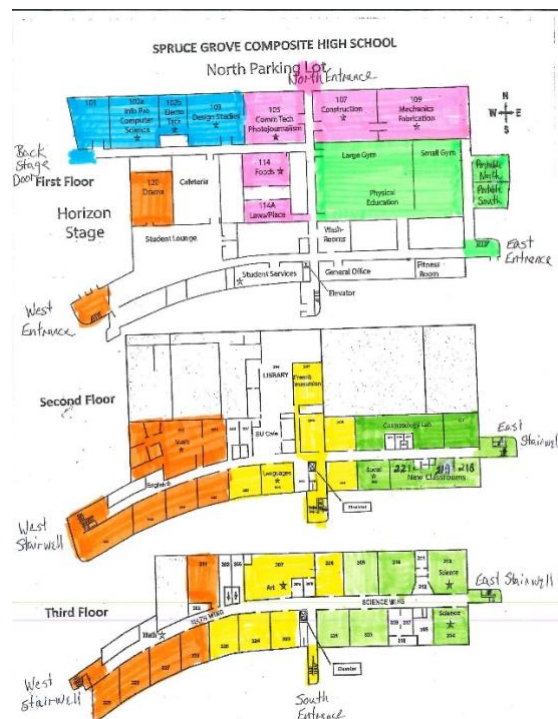
The process above is the same for parent drop off, students who drive themselves and bus students. For the first few weeks rotating extra teachers will be outside supervising and supporting social distancing. The staggered entry to the school year will support this process.

### Departure:

Students will be released from their classes to go out their designated doors based on bus line up first. When all bus students have exited the building, students being picked up, driving themselves or walking home will be allowed to leave their class on a staggered release. This may slightly alter the end of day for students, slightly earlier for bus students a slightly later for those being picked up.

Adults picking up students at school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.

This visual indicates the assigned door and stairwell zones based on classroom. Remember, enter according to Block One Class zone and exit according to Block Two Class zone.



## EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

- Non-essential visitors will not be allowed into the school; those needing to meet with teachers, or staff must make an appointment.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school; an appointment is required.
- A record of all visitors will be kept.
- The school will screen service providers, visitors, volunteers and independent contractors using the [Visitor Entry Protocol for PSD Schools and PSD Sites](#) before they enter the school. A copy (paper or electronic) of the completed screening tool must be kept by the school/division. If a service provider/contractor answers YES to any of the questions, the individual must not be admitted into the school.
- Delivery drivers must also make a declaration that they are symptom free and may be assessed verbally by school staff.
  - Delivery companies will be contacted by division personnel and be provided with a copy of the assessment tool and the [Visitor Entry Protocol for PSD Schools and PSD Sites](#).
  - In the case of a delivery driver answering 'Yes', the driver/school will make alternate delivery arrangements.

## EXPECTATIONS FOR SHARED USE EQUIPMENT

- Use of shared items or equipment is to be avoided where possible.
- Equipment that must be shared must be cleaned and disinfected before and after each use.
- Plan for times/procedures for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).
- Lockers will only be provided for students enrolled in Phys. Ed. as we are limiting hallway congestion and touchpoints. As such, students may wish to use the same binder for both classes in a quarter as well as carry a backpack to hold all their items.

## AUXILIARY SPACES

- Gymnasiums are open for use during re-entry to deliver physical education, extracurricular or other educational programs.
  - When possible physical education will be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. Follow the [Guidance for Outdoor Fitness](#) as relaunch progresses.
  - Teachers will be choosing easier to physically distance activities.
- Use of shared items or sports equipment will be discouraged. Equipment that must be shared will be cleaned and disinfected before and after each use, or users will perform hand hygiene before and after each use.
- Joint Use Agreements for community use of school facilities have been suspended until Oct 1, 2020 to allow for the development of appropriate protocols.

## FOOD SERVICE

### CAFETERIA/STUDENT UNION CAFE

- Any 'grab-and-go' or snack food items will be pre-packaged and distributed in a manner that limits touching in both the Cafeteria and the Student Union Cafe.
- All food preparation will be done in compliance with industry specific guidelines.
- Our Cafeteria provider, Compass Canada, has submitted the Government of Alberta COVID-19 Relaunch Consideration Plan in alignment with [Guidance for Food Catering](#).
- Cafeteria service must consider physical distancing. There will be hand sanitizing stations which must be used prior to entering the service lines. As well, floor signage will indicate that students must practice social distancing while in line for food.
- Dispense cutlery, napkins and other items to students, and their food items rather than allowing them to pick up their own items.
- SGCHS has worked with Compass Canada to develop a safety plan which will be followed. The cafeteria will open for business Monday, September 14, 2020.

### OFF-CAMPUS/WORK EXPERIENCE, OTHER LEARNING EXPERIENCES, EXTRACURRICULAR, FIELD TRIPS

- Learning experiences involving unprotected in-person singing, music, or creative performances may pose an increased risk of transmission and should be avoided wherever possible. Alternatives such as recording or live-streaming individual performers in separate locations.
  - Music, drama etc. are **NOT** being cancelled at this time.
  - Schools are encouraged to look at additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods.
- Sports practices and outdoor activities may proceed in accordance with [sector specific guidance](#).
- Planning of sports events and competitions may proceed with the understanding that additional requirements and/or cancellation may yet occur.
- For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).
- Cancel/postpone any field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements.
- Limit any events or activities to those that can maintain physical distancing support proper hygiene (i.e. hand washing).