

# Parkland School Division

**Guidance for School Re-Entry 2020-2021**

**Staff Handbook for Memorial Composite High School**



**Updated: September 5, 2020**

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## 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 Memorial Composite High School.

These following measures have been developed for use by Memorial Composite High School and are based on the [guidance documents developed by Parkland School Division](#) and the [Government of Alberta](#), including [Get the Facts: Back to Class for 20-21](#). The intent of this document is to advise staff in preparation for the return of students. Each teacher and staff member will develop area specific plans that address the measures indicated in this document. MCHS documents related to the COVID Response can be found on our website in the [documents folder](#). In addition Parkland School Division has implemented [Transportation Services COVID-19 Measures](#).

The scenarios include:

- **Scenario 1** - In-school classes resume with health measures in place
- **Scenario 2** - In-school classes partially resume with additional health measures
- **Scenario 3** - At-home learning continues/resumes, in-school classes are cancelled

Obviously student safety and well-being is at the forefront of all of our decision making and actions. It is important to recognize that the emergent nature of this COVID-19 pandemic sees scientific research evolving quickly. This, in turn, leads to changes and updates in knowledge and procedures. Responding to COVID-19 will require continued consciousness and patience as the situation unfolds. When unsure, please check in with an administrator and let common sense be your guide. While there is much at stake with the well-being of our school community, there is also some grace for those of us leading others through it. Please know that your admin team knows that everyone is doing their best under trying circumstances and you will be supported.

Please read the information contained in this handbook thoroughly and ask any questions as they arise. This information is a guide to help make decisions for responding to the COVID-19 pandemic and is not exhaustive of all the situations and contexts.

## GENERAL BUILDING SAFETY

### PROMOTE HEALTHY HYGIENE PRACTICES

At Memorial Composite High School students will be taught and will review the following:

- Proper hand washing techniques; when, where and how to sanitize their hands.
- Coughing and sneezing techniques.
- Physical distancing
  - Reminded about the importance of physical distancing.
  - MCHS physical distancing procedures will be reviewed.
    - Places in the school that may require line ups (eg. office, washrooms).

- Common spaces procedures (eg. library, hallways, gathering spaces).
- **Mask Procedures**
  - As per the [PSD Mask Protocol](#). This protocol was developed incorporating [AHS Guidance for Wearing of Non-Medical Face Masks for the General Public](#).
  - Students will be taught and will review the following:
    - Donning and removing their masks.
      - Wash/sanitize hands prior to putting the mask on.
      - Wash/sanitize hands once the mask is removed and stored.
    - Requirements for mask wearing in different locations.
      - Classrooms - See [PSD Mask Protocol](#) for the various classroom circumstances.
      - Hallways - at all times.
      - Common areas - at all time, except when eating.
      - Busses - at all times.
      - Wherever social distancing is not possible.
    - Appropriate storage when not in use.
      - Dedicated clean bag/container.
      - Ziploc bags should be disposed of following mask storage.
    - Washing and sanitizing masks.
    - Classroom specific expectations for mask wearing;
      - When a student must wear a mask.
      - When/if masks may be removed.
    - Importance of mask wearing when physical distancing cannot be maintained.
    - Importance of mask wearing when there is close contact for more than 15 minutes.
- **Mask Exemptions**
  - 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.
  - When students are exempt from the mask requirement in grades 4-12, staff will work to keep them and their peers safe by reinforcing the need for appropriate physical distancing in shared areas outside of the classroom, or when classroom activities require other students to wear masks.
  - The office will track students with mask exemptions using the [PSD Request for Mask Exemption](#) form. This form is for office use only.

## Mask Wearing FAQs (from Deputy Superintendent Mark Francis to Principals)

- **I have a teacher that is "immuno-compromised" or has a pre-existing medical condition. Can I (or the teacher) decide to make students wear the mask at all times in class?**
  - Answer: NO. If a staff member has a request for a medical accommodation including a request that all students have to wear masks MUST come through HR. While this is a step we MAY take, we would need medical documentation to support this need. There are other steps we could take with staff including PPE, alternate assignment etc. If a staff member is requesting this, they must get in contact with Shae Abba and submit the appropriate documentation.
- **If there is a teaching space/classroom where the teacher is always within 2 meters of students (i.e. there is not 2 meters from the first row of desks to the front of the room where the teacher will be standing) can I or the teacher require the students to wear a mask at all times?**
  - Answer: This one is complicated. Basically, it comes down to "what is the activity being conducted." There are many, many, many classrooms in PSD where a staff member will be within 2 meters of students. If the students are seated, working on a worksheet, typing, reading etc. then NO. It would not be reasonable for a staff member to require all kids to wear a mask at all times. If the activity requires the teacher to lecture within a few feet of a group of students (thus facing them), it could be reasonable for those students close to the staff member (and the staff member) to wear a mask. Please consider other alternatives before moving to mandatory masks (i.e. a plexiglass sneeze barrier, instructional design, alternative teaching space...). It is also important to note 2 meters physical distancing is not a requirement.
- **When is it OK for a student to not wear a mask in class?**
  - Answer: The Chief Medical Officer of Health Order 33-2020 linked [here](#) states:  
All students must wear a mask unless (section 8):
    - (e) is seated at a desk or table*
      - (i) within a classroom or place where the instruction, course or program of study is taking place, and*
      - (ii) where the desks, tables and chairs are arranged in a manner*
        - (A) to prevent persons who are seated from facing each other, and*
        - (B) to allow for the greatest possible distance between seated persons;*

To be clear, this CMOH Order and the previous guidance documents from the CMOH and AB Ed does not define a required or minimum distance between students. It is recommended to seat students as far apart as possible, but there is NO minimum distance requirement and CMOH Order 33-2020 does not require masks when students are within 2 meters of one another. We fully realize that many students are at tables and are less than 2 meters apart.
- **During group work, activities that require students to move around the room (science labs, partner work, etc.) can students be required to wear masks.**
  - Answer: Yes.
- **If the teacher is moving around the room helping students at their desks, can the students be asked to put their masks on during this time?**
  - Answer: Yes.
- **If the room is arranged with students facing each other across a table, are masks required?**
  - Answer: Yes... but to the greatest extent possible, please ensure students are not facing each other.

- **Is it Ok for the teacher to strongly suggest students wear masks?**
  - Answer: Yes, but students cannot be excluded (i.e. have to sit in the hall) if they don't want to wear a mask.
- **In the Mask Protocol it says "*The Principal of the school may determine other programming or activities where masks are mandatory*". Does this mean I can make masks mandatory for some classrooms?**
  - Answer: The intent of this wording was that a principal could mandate masks for certain activities like singing, science labs, food prep in CTS/CTF, etc. The intent of this clause was not to address small classrooms or classes with large numbers of students. See the next question...
- **How do I make masks mandatory in some classes?**
  - Answer: There may be **some** classroom scenarios (i.e. an exceptionally crowded and/or small classroom) that MAY require masks at all times. If a teacher has one of these situations, he/she MUST put it in writing (email) and send it to you (the Principal) to be reviewed and permission granted for masks to be mandatory in a classroom.

To the greatest extent possible, at Memorial Composite High School:

- 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 to use the touchless fill feature on the water fountains.
- 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.
- Teachers will share with students and families the process for hand cleaning and sanitation for their classrooms.
  - When entering and exiting the classroom.
  - Before and after shared tools and/or equipment.
  - Subject specific hand sanitizing requirements.
- Circulation of fresh air will be encouraged, when safe and secure, by keeping doors and windows open.
- When possible office and common use doors will be propped open to reduce touch points.
- Families will be encouraged to send appropriate personal use items to promote personal hygiene including masks, hand sanitizers, mask storage containers.
- [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.
- There will be a mobile hand sanitizing station and signage at the public entrance of the school that all visitors will be required to use upon entering the school.

#### ENHANCED CLEANING AND DISINFECTING

- Keeping our spaces clean is a shared responsibility. See the [PSD Enhanced Cleaning Protocol](#) for details as to how to do your part and assist others with their parts to keep us all safe.
- Day-time custodians will be available during relaunch to assist with enhanced cleaning.
  - 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 as per the [PSD Enhanced Cleaning Protocol](#).

- 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.
- Disinfectant/cleaning supplies will be available in all classrooms, teaching spaces, meeting rooms for ongoing cleaning between users.
- Students and staff will wash or sanitize their hands prior to entering a space and again when leaving a space.
- 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 students to wipe the surface with a paper towel.
  - This will be asked, when appropriate, when using a shared space.
- **Shared Items**
  - 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.).
- All 'soft surfaces (eg. area rugs, pillows) that cannot be easily cleaned have been removed from classrooms or will be designated to a singular student use (eg. personalized seating, sensory tools).
- Teachers and area supervisors must review and document any needed cleaning on the [MCHS Enhanced Cleaning Protocol - Classroom Surface Checklist](#) daily.
  - On the last day of each week, place the completed checklist in the clear sheet protector posted in your classroom for the custodial staff to collect.

## SCREENING

- All parents, students and staff are provided with the [COVID-19 Self-Assessment for Albertans](#) self-screening checklist.
- Links to the self-assessment tool will be sent home or shared (newsletters, school websites, etc.) throughout the school year as appropriate.
- Before arriving at school, all students and staff must self-screen for symptoms using the supplied checklist as indicated in the [PSD Staff and Students School Entry Protocol](#).
  - A copy **DOES NOT** need to be submitted each day.
  - Schools may implement additional screening procedures based on the needs of programs and/or student population. Please see the additional LAWS parent guide.
- Staff should ask students daily if they have self-screened using the [COVID-19 Screening Questionnaire](#) (Appendix C).
  - Teachers do not have to keep a record.
- Visitors to the school must follow the [PSD Visitor Entry Protocol for Schools and PSD Sites](#).
  - A visitor is someone who comes to the school to attend for business, engages in a visit.
  - Check the Expectations for Visitors and Other Service Providers Entering the School section of this handbook.
- If a student/staff member develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the student/staff member should be tested for



COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.

- o It is helpful to complete the [PSD Pre-Existing Medical Conditions Form](#). Please note this form is for office use only in regard to students.
- o Tracking and recording of this information will be completed by grade administrators with Michelle Harper's assistance.
- Schools must keep records of children's known pre-existing conditions. Please advise students to contact the office if they have a pre-existing condition to confirm that we are aware and to learn the process needed for documenting their baseline health prior to the start of school.
  - o Tracking and recording of this information will be completed by grade administrators with Michelle Harper's assistance.
- [Signage](#) 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

- The [Parkland School Division Responding to Illness Protocol](#) provides the basis for the information in this portion of the handbook.
- This document and the supporting documents are available on the Memorial Composite High School website, will be shared in a parent email and re-sent out as needed to ensure, to the greatest extent possible that all staff, parents and students are aware they are not to enter the school if they have symptoms.
- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the [AHS Online Self- Assessment tool](#) to determine if they should be tested.
- **Staff members, parents, and students must not enter the school if they have symptoms of COVID-19.**
- 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.
  - o Staff members are to call the office indicating a student is about to be sent and receive instructions on how to direct the student.
    - Most times the student will be directed to the infirmary in Room 1067, the former AAC room.
  - o A staff member, usually Mrs. Harper, will stay with the student and check on them regularly if it is deemed appropriate.
  - o The parent/guardian will be notified to come and pick up the student **immediately**.
  - o If the separate room is not available, the student will be kept at least 2 meters away from other students.
  - o The student and parents will be encouraged to access COVID- 19 testing by accessing the [AHS Online Testing tool](#).
  - o 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.
    - This includes wearing a mask and/or additional personal protective equipment as per the [PSD Mask Protocol](#) during all interactions with the student and should avoid contact with the student's respiratory secretions.

- 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.
  - When the parent picks up the student, they will be provided with a copy of the [Declaration for Return to School \(Student\)](#) and advised of their child's return date. The child may return sooner with a negative result on a COVID test.
  - Custodial staff will be notified immediately upon the departure of the student and the room used to isolate as well as other rooms the student was in will be appropriately cleaned and disinfected following use.
  - The grade administrator will notify the student's teachers of their upcoming absence of ten days and the return date. The student may return sooner if they provide a negative COVID-19 test result.
- In the event of an outbreak, schools will follow the guidance as provided in [COVID-19 In School \(K-12\) Settings: A resource guide for schools before, during, and after a COVID-19 outbreak](#).
  - 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 [Zone Medical Officer of Health](#).
- In preparation for the response to student illness, parents are asked to clearly confirm the following information:
  - 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.
  - Confirmation of any pre-existing conditions that may display symptoms of COVID-19.
    - 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.
  - The office will be reviewing students contact information and reaching out to families that have yet to complete this information.

#### TEACHERS AND STAFF INFORMATION

- If a staff member develops COVID symptoms outside of school hours, email all administration, all the secretaries and book your absence in the self-serve absence system.
  - Do not come into school to set up lesson plans, set up your classroom or assist in getting things together – **even if it is after hours**. We will support you and assist your replacement as a team!
- Memorial Composite High School has a procedure to address staff that 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.
  - Staff members are to wear their mask at all times.
  - Contact the office and advise of the circumstances so coverage can be sent down as soon as possible.

- o Arrangements for isolation and for the staff member to go home will be made on a case by case basis in consultation with an administrator. Please take all personal belongings with you as you leave the school.
- o The staff member is encouraged to use the [AHS Online Assessment Tool](#) to arrange testing.
- Complete your emergency sub plans, immediately.
  - o You can count on your administrators and lead teacher to support a transition to an extended absence. To assist in this transition, at least two days of sub plans are needed.
- **Symptoms**
  - o If you have any of the following symptoms, stay home and minimize your contact with others until your symptoms resolve:
    - Chills
    - Painful swallowing
    - Stuffy nose
    - Headache
    - Muscle or joint aches
    - Feeling unwell, fatigue or severe exhaustion
    - Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)
    - Loss of sense of smell or taste
    - Conjunctivitis, commonly known as pink eye
  - o A ten (10) day self-isolation period is required from the time of the appearance of the following symptoms:
    - Fever
    - Cough (new cough or worsening chronic cough)
    - Shortness of breath or difficulty breathing (new or worsening)
    - Runny nose
    - Sore throat
- **Self-Isolation**
  - o 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.
  - o In Alberta, individuals **do not have to self-isolate** if:
    - You are awaiting asymptomatic test results.
    - 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.

- If a staff member is required to self-isolate and then receives a negative test result for COVID-19 and/or is symptom free and has completed 10 days of isolation, the [Declaration of Negative for COVID-19 \(Staff\)](#), is required to be completed. Please forward it to Carolyn J.
- Please reach out to an administrator as soon as possible if you have a preexisting condition that may display with symptoms similar to COVID-19.
  - It is recommended that you obtain a negative COVID test at the start of the year to provide a baseline in terms of your condition.
- If your personal circumstances are impacting your ability to remain at work, please reference the [PSD Accommodation and Leave Protocol](#) to determine your options forward.

## COHORTS

To the greatest extent possible at Memorial Composite High School:

- Classes will have seating plans which will be shared with administration for the purposes of contact tracing. Changes to the seating plan will be infrequent. Any changes will be reported to the administration.
- Teachers will plan to have classroom activities with “cohorts within the cohort”, where students work with the same group when close proximity is required, such as during science labs or group work.
  - Classroom plans will be modified to limit student movement in class, limit sharing of resources and limit student close contact.
- Entrances, lockers, and the school will be zoned by grade:
  - Grade 10
    - Front of school entrance - social studies wing entrance
    - Back of school entrance - math wing entrance
    - Lockers - social studies hall (town students) & second languages hall (bus students)
    - Lunchtime space - common area
  - Grade 11
    - Front of school entrance - main doors
    - Back of school entrance - science wing entrance
    - Lockers - English & CTS hallways
    - Lunchtime space - English island and hallway
  - Grade 12
    - Front of school entrance - PE Doors
    - Back of school entrance - central doors
    - Lockers - math hallway
    - Lunchtime space - weightroom island and hallway
- Morning and afternoon breaks will be staggered to keep grade cohorts separated.
- By moving to a quarter system, we have reduced students from four classroom cohorts to two classroom cohorts.
- Records of cohorts and potential interactions between students/cohorts will be kept in order to assist with potential contact tracing.

- Staff will need to wear a mask at all times in common spaces, and when working with students, physical distancing is recommended if possible.
- Staff will maintain records of their students “cohort within a cohort” and not change this frequently
- Additional cohorts for extracurricular activities, must be documented and the list provided to Michelle H.
- Cohorts are for contact tracing purposes, not for sterile or safe groups, they will decrease the number of people that everyone interacts with but is not intended to be non-changing.

## PHYSICAL DISTANCING

To the greatest extent possible Memorial Composite High School will ensure appropriate physical distancing is in place.

### Staff Sign In/Out Procedures

- To reduce congregating in the office, we have moved to a digital sign in/out procedure. Please use the [MCHS Staff Sign In/Out Form](#) if you are arriving or departing during the work day.
- If accessing the building after 5pm on Monday to Friday or on the weekend, please sign in and out using the clipboard posted by the main entrance security system.

### In Classroom Distancing:

- Desks and tables will be spaced as far apart as possible, attempting to reach the recommended guideline of 2m. In classrooms where this is not possible, teachers will configure their classrooms to have the greatest space possible and will have set seating plans.
- 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 and not facing each other.
- Remove any unnecessary furniture and items from classrooms to maximize the amount of space between desks.

### Common Areas and Hallway Distancing:

- Face masks must be worn by all students and staff in hallways and common areas.
- Students will be expected to go directly to their classrooms whenever possible and loitering discouraged.
- There will be an increase in supervision in busy areas of the school and school grounds during morning drop off to encourage appropriate physical distancing.
  - All support staff will have some level of supervision in their schedules, which will mean that their breaks will be staggered and mostly during class time.
  - Please see the [supervision schedule](#).
  - The collective agreement regarding assignable time will be honoured.
- There will be signage, floor spots and arrows to address traffic flow throughout the school.
  - There will be one way traffic in hallways with directional arrows.
  - Areas where lineups may occur (bathrooms, offices, etc.) will have 2m physical distancing spots.
- This will be reviewed with students during the review of MCHS school and classroom procedures on the first day of school.

### **Main Office & Student Services**

- There will be reduced seating in these offices to prevent or limit gathering of students, visitors, and staff.
- Floor markings will be in place to assist with potential waiting lines.
- The common area of the office allows for two additional people beyond the office team cohort. Michelle, Kerry, and Deb or Wendy will advise if there is room for visitors to go into the common office space.
- On busy days, the office gate may be closed to assist with traffic control. Please remain in the waiting area if the gate is closed.
- As it is a common space, masks are required to be worn by those entering the office.

### **Special Rooms Capacity and Procedures**

- Occupancy limits posters will be posted outside of these rooms.

## **IN-PERSON LEARNING**

### **Supporting Student Wellness**

- *The COVID-19 Pandemic has resulted in a severe short-term disruption felt by families around the world resulting in a shock to families, children's social life and learning (Burgess and Sievertsen April 2020).*
- Our students' mental health and well being is an important consideration as we re-enter school. Please refer to [PSD Supporting Students in Wellness Back to School Tips for PSD Staff](#).

In addition to the measures already described at Memorial Composite High School, our amazing and supportive staff will:

- Use the following questions to guide their thinking to determine the risk of the activities and whether they should proceed, when planning:
  - 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? (ie. electronic devices, equipment, etc.)
- Share their classroom specific plans to respond to COVID-19 requirements with administrators and families to ensure clarity and support understanding.
- Sequence learning plans and student activities when applicable in order to physically distance at the beginning of the school year.
- 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.
  - Collaborate and plan together with the on-line/at-home learning teams to support students and families with flexibility in programming.
- Plan learning activities to reduce or minimize the need to share equipment, textbooks or materials.
- Plan for students to have their own personal supplies to use that are stored separately from others.

### **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. Signs will be posted.

### **Lockers and Personal Item Storage**

- Students are encouraged to use backpacks if possible to reduce their need to travel around the school. Lockers will be provided to those who request them.
- Students must follow directional hallway signs to access lockers.
- The handles of all lockers will be cleaned multiple times per day with a spray disinfectant.

### **Supporting Students with Complex Needs**

- Students in our LAWS program may require additional supports given their unique needs. Teachers and EAs working in LAWS must be familiar with the [PSD Supporting Students with Complex Needs](#) protocol.
- If programming for a LAWS student was to ever move to the home environment, staff will follow the [Protocol for Educational Assistants Working in the Home of Students with Complex Needs](#).

### **Performing Arts**

- Music instruction will continue at Memorial Composite High School, but it will look different. Music and drama classes are not scheduled for the first quarter to allow for school routines to emerge before these activities occur.
- Learning experiences involving unprotected in-person singing, music, or creative performances may pose an increased risk of transmission and should be avoided wherever possible.
- Additional measures to ensure enhanced safety, physical distancing, and alternative delivery/instructional methods will be considered.
- Instruction will focus on music appreciation, theory and playing percussion or string instruments, for the time being.
- Alternatives such as recording or live-streaming individual performers in separate locations is recommended.

### **Physical Education**

Memorial Composite High School will continue to provide physical education instruction.

- The MCHS Phys Ed department will follow the procedures listed in the [MCHS Physical Education Activity Guidelines](#).
- 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. Teachers will follow the [Guidance for Outdoor Fitness](#) as relaunch progresses.
- Teachers will be choosing easier to physically distance activities to meet curricular outcomes.
- 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.
- Use of lockers in the change room will not be permitted and as such, students will not be changing for class at this time.
- A separate set of clothes should still be sent should a student get wet, or dirty when outside and need to change.
- Also shoes that meet the requirements of movement should be sent to facilitate indoor classes if needed.

- Gymnasiums are open for use during re-entry to deliver physical education, extracurricular or other educational programs.

### **Substitute Teachers and Casual Staff**

- Should you need to book a replacement, use the Employee Self Service site and Workboard as prior to COVID-19 procedural changes.
- Activities left in sub plans should support physical distancing as a substitute teacher could be working on several school sites.
- When replacement staff arrive at Memorial, they are to check in at the **window** of the Finance Office.
- Substitute teachers are expected to follow the [Substitute Teacher Protocol for Schools and PSD Sites](#).
- Casual replacement staff are to follow the [Casual Support Staff - Temporary Entry Protocol for Schools and PSD Sites](#).

### EXPECTATIONS FOR PARENT DROP-OFF/PICK-UP

- In the spirit of minimizing student time away from school, minimizing contacts to protect each other and teaching high school aged students personal responsibility, **families are requested to minimize the need to pick up their students from school during school hours and/or bring items to the school.**
- Before and after school, there will be no procedural changes for drop off and pick up other than the students entering the front of the school by a grade level door. These doors will remain open until 9:00 am for student entry. After 9:00 am, students arriving at the school will enter through the main entrance.
  - Grade 10 - social studies doors
  - Grade 11 - main doors
  - Grade 12 - PE doors
- Students will not be permitted to gather in common spaces for any length of time. As such:
  - Students who are being dropped off at the school **should not arrive any earlier than 8:25** unless they have a specific activity to attend.
    - Front doors to the school will be opened at 8:15 am.
    - Rear doors to the school will be opened shortly before busses arrive.
  - After school, hallways will be cleared immediately and students will be expected to leave the grounds unless scheduled for a specific school offered activity.
- All entrance doors except the main doors will be locked at 9:00 for security purposes. They will be re-opened at 11:30 for lunch and locked again at 1:00.
- When picking up their child during the day, parents are requested to follow this procedure:
  - Advise the student, office and teacher of the intended pick up time prior to the start of the school day.
  - Upon arriving at the school, park in visitor parking or the pick up circle and call the school advising of your arrival.
  - Remain in your vehicle.
  - The office staff will contact the classroom and have the student released.
- Dropping off items
  - Upon arriving at the school, park in visitor parking or the pick up circle and call the school advising of your arrival.
  - Remain in your vehicle.



- o The office staff will contact the classroom and have the student released.

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

- Non-essential visitors will not be allowed into the school.
  - o Please do not bring non-essential visitors to the school, even in non-school hours.
- If a volunteer or outside visitor is required in your classroom, please see administration for permission and a plan for safety.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school, however, an appointment is required.
- The office will maintain records of contacts within the school by any visitors to the school.
- The school will screen service providers, visitors, volunteers and independent contractors using the [COVID-19 Screening Questionnaire](#) (see Appendix C) before they enter the school.
  - o A copy (paper or electronic) of the completed screening tool must be kept by the school/division.
  - o 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.
  - o Delivery companies will be contacted by division personnel and be provided with a copy of the assessment tool.
  - o In the case of a delivery driver answering YES, the driver/school will make alternate delivery arrangements.

#### AUXILIARY SPACES

- 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 AT SCHOOL

##### **Cafeteria**

- [The Compass Group](#) is meeting or exceeding AHS and national standards outlined in regard to food preparation in a school cafeteria setting. They have submitted their plan for re-entry.
- Any 'grab-and-go' or snack food items are pre-packaged and distributed in a manner that limits touching by being displayed in groups in the glass door refrigerators.
- Cafeteria staff will dispense cutlery, napkins and other items to students as well as their food items rather than allowing them to pick up their own items.
- Signage and plexiglass barriers for cashiers will be in place to promote physical distancing.

##### **Students Bringing Lunches**

- It is strongly recommended that students who will be remaining in the school over the lunch break bring their own lunches.
  - o Considering the requirements for dropping off items previously noted, it will likely become more difficult to get lunch to your child as the office will not be accepting it.

- Given the physical distancing requirements in the cafeteria, the time required to go through the line will likely increase.

### **Microwaves & Vending Machines**

- These will be unavailable for the first few weeks of school to allow for the many routine changes required to be implemented. Once initial routines are in place, the use of these items will be reviewed and if possible introduced with appropriate sanitizing and disinfecting procedures.
- When/If made available, change will not be provided by the school or cafeteria for vending machines.

### **Other Food at Memorial Composite High School**

- Food sharing is not permitted between anyone.
- At this time, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom.

## **FIELD TRIPS, GUEST SPEAKERS, EXTRA-CURRICULAR & OFF CAMPUS EDUCATION**

### **Field Trips**

- Events or activities will be limited to those in which physical distancing and proper hygiene can be maintained and supported (ie. hand washing).
- Field trips or off-campus activities that are non-essential or cannot meet the safety/physical distancing requirements will be cancelled or postponed.
- Please see James C if you wish to offer a field trip.

### **Guest Speakers & Volunteers**

- These people will still be permitted in the school with limited access and for essential reasons only.
- Please see an administrator for permission to bring in a guest speaker or volunteer.

### **Extracurricular Activities**

- PSD is permitting extracurricular activities to take place after September 14 with appropriate health measures in place.
- Athletics
  - Metro Athletics has postponed all Fall sports/activities until September 21st , at which point they will re-evaluate.
  - This decision was made to support the 14 different school boards in the return to in-person classes. Remember that our athletes are students first, education is the priority for all and they want to allow for schools to focus on implementing health and safety standards within their own buildings in the initial weeks.
  - ASAA sent out communication on August 11th and 13th, letting all member schools know that Fall Championships have been postponed but schools would be allowed to start practicing for Fall sports as of September 1st
  - As of right now, there is no competition permitted across the province for high school sport. Individual school boards/districts will be the ones making decisions about extra-curricular activities. Parkland School Division will have a decision in place prior to the first day of classes.
  - Sports practices and outdoor activities may proceed in accordance with [sector specific guidance](#).

- School Clubs
  - Once Parkland School Division has decided on how athletics will occur, that guidance will be mirrored for the operation of school clubs.
- Other Cohort groups within the school such as clubs or sports shall be tracked with a list of all those present including teachers and coaches. The list should be updated with each change. Please provide your dated list to Michelle and/or Bobbi.

**Work Experience/Registered Apprenticeship Program (RAP)**

- These programs will continue to be available to students with the expectation that health and safety guidelines for students will be in place at student work sites.

**DOCUMENTATION AND RECORDKEEPING**

- MCHS will follow the [PSD COVID-19 Record Keeping Protocol](#) and retain the following documents:

■ A1 - Covid-Custodial Walk Through and Plan	8/26/2020 8:04 AM	File folder
■ A2 - Cleaning Checklists	8/26/2020 11:04 AM	File folder
■ B1 - Negative Covid-19 Tests - Declaration of Negative Covid-19 Test	8/26/2020 8:03 AM	File folder
■ B2 - Pre-Existing Conditions-Students	8/26/2020 8:03 AM	File folder
■ B3 - Pre-Existing Conditions-Staff	8/26/2020 8:03 AM	File folder
■ B4 - Covid-19 Vistor Checklists	8/26/2020 8:02 AM	File folder
■ B5- Vistor Sign in Sheets	8/26/2020 11:13 AM	File folder
■ C1 - Seating Plans	8/26/2020 8:03 AM	File folder
■ C2- Other Cohorts	8/26/2020 11:16 AM	File folder
■ D1 - Staff Meeting Minutes	8/26/2020 11:05 AM	File folder
■ D2 - OH&S Meeting Minutes	8/26/2020 11:06 AM	File folder
■ D3 - OH&S Inspection Checklists	8/26/2020 2:13 PM	File folder
■ D4 - Field Trip Documentation	8/26/2020 2:13 PM	File folder

- Staff members will be required to provide pertinent documentation as it pertains to their role and activities.
- Michelle H and/or Bobbi will be the lead on collecting these documents and will do the scanning and uploading of documents for us. :)

**MCHS Classroom Checklist - Re-Entry Procedures - 20-21**

- Teachers must complete the checklist and submit to Bobbi-Jo by the end of the day on **September 18.**
  - **Promote Healthy Hygiene Practices**
    - Ensure students are taught and reminded about proper hand washing techniques.
    - Ensure students are taught and reminded about the importance of physical distancing, coughing and sneezing techniques.
    - Ensure students are taught mask procedures as per the [PSD Mask Protocol](#)
    - Routine for students sanitizing hands upon entering and exiting the teaching space.
    - Procedures for reduction of use of shared items. What additional items (if any)

- are students asked to provide?
  - Plan for times for students to wash hands following activities that have students touch shared surfaces/items (keyboards, basketballs, etc.).
  - Storage of personal items in the teaching space (if needed)
  - Routines for moving students from one area to another (if needed)
- o **Enhanced Cleaning and Disinfecting**
  - Location of hand sanitizer and cleaning supplies.
  - Individual staff members 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
  - Schools are to increase circulation of outdoor air as much as possible by opening doors or windows where practical.
  - All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned must be removed from classrooms.
  - A routine has been established for completion and weekly collection of the [MCHS Enhanced Cleaning Protocol - Classroom Surface Checklist](#)
- o **Screening**
  - Create a routine for daily check that students have completed the [COVID-19 Screening Questionnaire](#) in both morning and afternoon class.
- o **Responding to Illness**
  - Emergency sub plans for two days are completed and included in the sub binder.
- o **Cohorts**
  - Classes will have seating plans which will be shared with administration for the purposes of contact tracing. Changes to the seating plan will be infrequent. Any changes will be reported to the administration.
  - Teachers will plan to have classroom activities with "cohorts within the cohort", where students work with the same group when close proximity is required
- o **Physical Distancing**
  - Furniture in the classroom has been arranged to have the greatest space possible.
  - Unnecessary furniture has been removed from the classroom.
- o **In Person Learning**
  - Share their classroom specific plans to respond to COVID-19 requirements with administrators and families to ensure clarity and support understanding.
  - Sequence learning plans and student activities when applicable in order to physically distance at the beginning of the school year.
  - 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 learning activities to reduce or minimize the need to share equipment, textbooks or materials.

- Plan for students to have their own personal supplies to use that are stored separately from others.
- o **Additional Items**
  - Other Cohort groups within the school such as clubs or sports shall be tracked with a list of all those present including teachers and coaches. The list should be updated with each change. Please provide your dated list to Michelle and/or Bobbi.
- The intention of this checklist is to collect needed information indicating due diligence is in place both in terms of planning and execution of re-entry guidance in the case of a challenge to MCHS re-entry procedures.

## COVID-19 SCREENING QUESTIONNAIRE

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

The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19. Attendees should fill out this checklist prior entering school daily. If an individual answers YES to any of the questions, they must not be allowed to attend school. Children and youth will need a parent to assist them to complete this screening tool. As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

A copy DOES NOT need to be submitted to the school each day unless requested to do so (based on individual school/program needs).

### RISK ASSESSMENT: INITIAL SCREENING QUESTIONS

1.	Does the attendee have any new onset (or worsening) of any of the following	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

\* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

\*\* 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above

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

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