



Parkland School Division #70

Parent and Guardian Handbook



Woodhaven Middle School Re-Entry



August 24th, 2020

TABLE OF CONTENTS

Overview	3
General Building Safety	3
Promote Healthy Hygiene Practices	3
Enhanced Cleaning and Disinfecting	4
Screening	4
Responding to Illness	5
Cohorts	6
Physical Distancing	7
In-person Learning	8
Expectations for drop-off/pick-up and entry areas at schools.	10
Student Entrance/Exit Map	11
Expectations for visitors and other service providers entering the school	12
Expectations for shared use equipment	12
Auxiliary Spaces	12
Food Service	13
Breakfast/Snack/Hot lunch Programs	13
Off-Campus/Work Experience, Other Learning Experiences, Extracurricular, Field Trips	13

This document, and many others related to COVID 19, will be updated to reflect improved safety protocols. Parents and guardians can access the the latest updates to this document at:

<https://woodhaven.psd70.ab.ca/view.php?action=documents&id=1755>

Further, this document will be updated to reflect the school's move into the new addition in late fall.

OVERVIEW

This document is designed to accommodate the return to school for staff and students who will be attending Woodhaven Middle School.

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.

GENERAL BUILDING SAFETY

PROMOTE HEALTHY HYGIENE PRACTICES

At Woodhaven Middle School during the staggered entry start day students will be taught and will review the following:

- Students will be taught and reminded about proper hand washing techniques. Students will practice with their class where and how to wash their hands. Students will be taught where and how to sanitize their hands.
- Students will be taught and reminded about the importance of physical distancing, coughing and sneezing techniques. Students will be shown and will practice distancing outside their entry door, their classroom door, by the washrooms, and other common spaces.
- Students will review proper mask procedures for putting on and taking off masks, as we require all students and staff to wear masks in all common areas, on busses and when social distancing or close contact is for more than 15 minutes. Please send a container or bag (preferably breathable) to safely store your child's 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. Then practicing washing and/or sanitizing before putting on their mask and then washing and/or sanitizing their hands.
- Students will be taught the proper face mask protocol, 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 Woodhaven Middle 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 first and last name instead of using water fountains.
- Teachers will share with students and families the process for hand cleaning and sanitation for their classrooms, such as before snack, before and after shared tools, equipment, 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 families send personal hand sanitizer with their children as well as, if wearing a mask, a breathable container or bag to safely store the mask when not in use. Please label these items with the student's first and last name.

- 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 the school. 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 has created a detailed plan in cooperation with the head custodian to ensure to the greatest extent possible high traffic areas, bathrooms, and common spaces are cleaned as frequently as possible.
 - The custodians will 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.
- Whenever possible, in classrooms, doors and windows will remain open. 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 will be 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).
- All 'soft surfaces' (area rugs, pillows) that cannot be easily cleaned/disinfected 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.
- Signs will be posted reminding people not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold, at all entrances to 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.

Screening Requirements for School Entry – Parkland School Division

- Each day, staff and students must complete questions on the [Alberta Health Daily Checklist](#) School Assessment before coming to school. If respondents answer yes to any of the questions they must complete the Online [COVID 19 Self Assessment Tool for Albertans](#).
- It is the ongoing responsibility of parents/guardians, students and staff to comply with all screening requirements.
- Children and youth will need a parent/guardian 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/guardians, and students must not enter the school if they have symptoms of COVID-19.
- Woodhaven Middle School has a procedure to address staff that become symptomatic during the school day. This procedure will allow a 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 will be 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 able), and will be isolated in a separate room, which will be located close to the office. A staff member will check on the student regularly and remain with the student if necessary. The parent/guardian will be notified to come and pick up the student immediately. If a separate room is not available, the student will be kept at least 2 meters away from all other students. The student will be required to access COVID-19 testing by accessing the [AHS Online Testing tool](#), or required quarantine period. Please refer to the [PSD 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 will 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.
- Woodhaven Middle School 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 will contact Parkland School 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](#).
 - This handbook and the supporting documents are available on the Woodhaven Middle School website and will be shared in an email to parents/guardians.

Parents/Guardians are asked to confirm the following information with the office:

- Woodhaven Middle School asks that you confirm your two emergency contacts for your student with the understanding that these individuals would be expected to pick up a sick child in a timely manner if they become symptomatic and you are unavailable. The office will be reviewing students contact information and reaching out to families that have yet to complete this information.
- It is imperative that parents/guardians inform the office prior to school starting if your child has a pre-existing condition that may display with COVID-19 symptoms. Woodhaven Middle School will keep records of a student's known pre-existing conditions. If a student develops symptoms 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.

COHORTS

To the greatest extent possible at Woodhaven Middle School:

- Students will remain in their homeroom cohort for the day for all grades.
- 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 during shared play, science labs, group work.

- When possible, teachers will switch classrooms rather than students, with the exception of some classes such as Physical Education or breaks such as recess. 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.
- Recess breaks, lunch time, transitions between classes, etc. will be staggered to keep cohorts separated. In most situations this will mean that, when possible, one class will be using a designated exit and entrance into the building at a time.
- Records of cohorts and potential interactions between students/cohorts will be maintained to assist with potential contact tracing.

PHYSICAL DISTANCING

Field Trips and other educational supports

To the greatest extent possible Woodhaven Middle School will:

- 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 and proper hygiene (i.e. hand washing).
- Limit access to the school of any non-essential visitors or volunteers including parents/guardians. This includes student drop off in the morning and pick up at the end of the day. If a pick up is needed mid-day, after completing the [Alberta Health Daily Checklist](#) a 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.

Classroom and other learning spaces

To the greatest extent possible Woodhaven Middle School will:

- 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 establish set seating plans. All teachers will keep accurate seating plans within classrooms with infrequent changes. These plans will be shared with the office.
- Organize desks/tables to face the same direction and space as far apart as possible.
- Recommend and support the use of masks 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.)
- Encourage students to maintain physical distancing in classrooms and hallways 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 have removed any unnecessary furniture items from classrooms to maximize the amount of space between desks

Common Areas and hallway distancing:

To the greatest extent possible Woodhaven Middle School will:

- Common spaces will have limited seating, and maybe used by staff for activities that require larger social distancing than is available for their classrooms. As shared spaces, face masks will be worn by students and staff. The student would wash or sanitize their hands prior to entering and would again upon leaving. The space will also be sanitized between class uses.
- Have a staggered dismissal of classes to provide for physical distancing in hallways, this may alter *slightly* the end time for students.
- The recess and lunch breaks will be staggered to decrease numbers of students in hallways, common areas or in the playground. This may *slightly* alter those times for the class cohort. It is possible that siblings may not have the same recess and lunch times.
- There will be increased supervision in busy areas of schools/grounds during morning drop off 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 students during their staggered entry date to start the year. This may include one-way hallways and designated entrance and exit doors. (Note that it is important not to reduce the number of exits and ensure the fire code is adhered to).
- There will be areas with directional arrows, 2-meter physical distancing areas where lineups occur (For example: parent waiting areas, front offices, playground equipment, bathrooms), within classrooms for students or other applicable areas.

Washrooms and common rooms:

To the greatest extent possible Woodhaven Middle School will:

- Washrooms will be cleaned and disinfected several times throughout the day.
- Washrooms will have a capacity of 3 at a time. All washrooms will have markers for those waiting as will the single use bathrooms will have markers for those waiting. Teachers will review and practice the bathroom process for their classrooms on the first day back in school and share that with families.
- Signage will be placed for all meeting rooms limiting capacity as required.
- There will be reduced seating in the office and common spaced to prevent or limit gathering of students, visitors, and staff.

IN-PERSON LEARNING

At Woodhaven Middle School, our staff will:

- Have cleaning procedures, processes, and altered room configurations to support social distancing.
- Modify their classroom plans to limit student movement in class, limit sharing of resources, and limit close contact between students.
- Share their classroom specific plans with Administration and families to ensure clarity and support understanding.

- Sequence learning plans/activities in order to physically distance at the beginning of the school year.
- Collaborate and plan together with on-line/at home learning teams to support students and families with flexibility in programming.
- Accommodate in-person learning students when they are unable to attend school due to requirements for self-isolation, delays in Covid-19 test results, etc.
- Plan and share assigned seating plans, including lunch seating, with students. 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 it be required.
- Plan learning activities to reduce or minimize the need to share equipment, textbooks, or materials. If items are shared, they will be cleaned and disinfected after use.
- Plan for students to have their own personal supplies and ensure these stored separately from those of other students
- Will address the following questions 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? (e.g., electronic devices, equipment)

Recess:

Morning recess will be staggered and all students will be outside with their homeroom cohort in a designated area. Areas outside will be designated to specific classroom cohorts and physical distancing will be supported.

Lunch:

Lunch hour will run as a reverse / split lunch. Half of the students will eat lunch in their classrooms while the other half will be outside for recess. At the midpoint of lunch hour, the students outside will be called in and those eating will go outside. Again, areas outside will be designated to specific classroom cohorts and physical distancing will be supported.

It is important for students who remain at school for lunch to remember to bring their lunch each day. If a student does forget their lunch, families should phone the office before coming to the school to drop lunch off. This will ensure that physical distancing requirements will be maintained.

All students must wash their hands before and after eating and only eat their own food. As microwaves are not available at this time, students should be provided lunches that do not need to be re/heated.

Washroom protocols:

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

Music:

Music instruction will continue at Woodhaven Middle School, however in-person singing, cheering or shouting, and playing wind instruments is postponed at this time. At the beginning of the school year instruction will focus on music appreciation, theory and playing percussion or string instruments.

Physical Education:

Woodhaven Middle School will continue to provide physical education instruction. We will try to deliver much of the programming outside with activities that support physical distancing (e.g. badminton), are recommended. The sharing of 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. Access to the change rooms will not be permitted as 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.

Complementary Courses (Career Technology Foundations/Options)

In order to maintain a smaller cohort size, complementary courses (CTF) for grade 7-9 students at Woodhaven Middle School will not begin first thing in the fall. These courses will be postponed until later in the year. Instead, complementary courses will be provided within cohorts.

EXPECTATIONS FOR DROP-OFF/PICK-UP AND ENTRY AREAS AT SCHOOLS.**Drop off:**

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 common spaces such as hallways/foyer as has been the prior practice. All students will have an assigned door to enter and exit the school. The location for your child's assigned doors will be provided by their teacher along with their class assignment in the forthcoming 'Welcome Back' email.

Adults 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 contact the office prior to entering to ensure physical distancing guidelines are met.

When students arrive at school, they will:

- proceed to the area outside their assigned door, a teacher will be supervising.
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines when entering the school
- proceed directly to their respective classroom. Teachers will then stagger to access to lockers to maintain physical distancing

The process outlined above is the same for parent drop off as well as for students who walk or ride the bus. For the first few weeks, extra supervision will be provided in order to support distancing. Homeroom teachers will also be available to assist students. The extra staff will also support students to

locate their door and their teacher. The staggered entry to the school year will facilitate this process and be practiced as well by all students.

Pick up:

Students will be dismissed from class to go out their designated doors. When all bus students have exited the building, students being picked up or are 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, and 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. Adults walking to school to pick up students are asked to establish a meeting point that is away from entrances and exits as well as areas with high foot and vehicle traffic.

Student Staggered Entrance/Exit Map:



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 will be required to make an appointment.
- Parents/guardians can attend the school if they are required as part of the educational programming needs of the school. Again, an appointment is required.
- A record of all visitors will be maintained.
- 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 will 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.
- Students will be provided with lockers for storing personal items.
- Staff will plan for times/procedures for students to wash hands following activities that have students touch shared surfaces/items (ChromeBooks, computers, basketballs, etc.).
- Parents and guardians are asked to provide these items in additions to those items listed on the [supply lists](#) available on the school website:
 - Reusable labelled water bottle
 - Individual hand sanitizer(s)
 - A breathable container or bag for the storage of used masks.

Note for Parents regarding School Supplies:

- Please do not send all of the year's supplies with your student to begin the year, as teachers will not be able to store these supplies in the classroom. Rather, your child's teacher will communicate which supplies should be brought the first day, and which will not be required until later in the year.
- In order to maximize available space within the classroom, please only bring supplies necessary for learning. Personal items should be left at home.

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.
- 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

BREAKFAST/SNACK/HOT LUNCH PROGRAMS

- Any 'grab-and-go' or snack food items should be pre-packaged and distributed in a manner that limits touching.
 - For instance, items could be laid out by type/flavour to prevent multiple students searching through looking for a favourite flavour of granola bar.
- Any food preparation should be done in compliance with industry specific guidelines.
- Any vendors/providers must submit the Government of Alberta COVID-19 Relaunch Consideration Plan in alignment with [Guidance for Food Catering](#).
- Use of volunteers to prepare hot lunches, snacks etc. should be limited or eliminated during re-entry.
 - If volunteers are required, all applicable industry specific and/or Alberta Health procedures regarding safe preparation must be followed.
- Any service of snacks, hot lunches, etc. must consider physical distancing.
- Dispense cutlery, napkins and other items to students, and their food items rather than allowing them to pick up their own items.
- Woodhaven Middle School will work with our Hot Lunch Program and develop a safety plan to follow. The program may not begin until later in the year than typical to allow for this collaboration.

Other Food at Woodhaven Middle School:

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.

OFF-CAMPUS, 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).