

Parkland School Division

Guidance for School Re-Entry

Student & Parent Handbook for Memorial Composite High School



Updated: August 25, 2020

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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](#). 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

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](#).
 - Donning and removing their masks.
 - Requirements for mask wearing in different locations.
 - Appropriate storage when not in use.
 - Washing and sanitizing masks.
 - Classroom specific expectations for mask wearing;
 - Importance of mask wearing when physical distancing cannot be maintained.
 - Importance of mask wearing when there is close contact for more than 15 minutes.

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

- Staff members will be provided with a copy of [Supporting Students in Wellness - Back to School Tips for PSD Staff](#) to provide guidance and reassurance for school staff members in supporting our students as they return to the Memorial campus.

- Many MCHS handouts and other paper items will be distributed digitally to minimize sharing of items. Students who need/request paper copies will be provided them. Families are encouraged to assist their children to move to a digital environment as much as possible.
- 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 are 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 using a shared space.
- All shared areas or tools will be disinfected between uses.
- 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).

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.
 - Teachers do not have to keep a record.
- Visitors to the school must follow the [PSD Visitor Entry Protocol for Schools and PSD Sites](#).
- 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.
 - Tracking and recording of this information will be completed by grade administrators with secretarial 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.
 - Tracking and recording of this information will be completed by grade administrators with secretarial 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.
- 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.
 - This document and the supporting documents are available on the Memorial Composite High School website, will be shared in a parent email and resent 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.
- 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.
- 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.

- 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.
- 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 and parents will be encouraged to access COVID- 19 testing by accessing the [AHS Online Testing tool](#).
- 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.
- The room used to isolate will be appropriately cleaned and disinfected following use.
- 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.
 - Parents may not be listed as emergency contacts as the intent of an emergency contact is to know who to call if parents are unavailable. Parents will always be called first.
 - Please check your PowerSchool account to see who you currently have listed and update as needed.
 - 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.

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 (bus students only) - 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 (bus students only) - 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 (bus students only) - 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.
- Students on spares will not be permitted in the common area.
 - To the greatest extent possible, students are encouraged to go home to minimize their contacts with others.
 - Students with a spare remaining at the school will be assigned to location with attendance accountability.
- Substitute teachers and casual replacement personnel will follow the [PSD Substitute Teacher Protocol](#).

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

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.
- 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.

Special Rooms Capacity and Procedures

- Bathrooms - There will be a limit to the capacity for all bathrooms. All bathrooms, including single use bathrooms, will have floor markers for those waiting.
- Main Office and Student Services - There will be reduced seating in these offices to prevent or limit gathering of students, visitors, and staff.
- Offices and Meeting Rooms - Signage will be placed for all offices and meeting rooms limiting capacity as required.

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

- Students are expected to use the washroom an efficient manner as there will be limited use due to room capacity.
- 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 & 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.

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 with adjustments.
- 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.

Students with Complex Needs

- Students in our LAWS program require additional supports which will be put into place according to the [PSD Supporting Students with Complex Needs](#) protocol.

EXPECTATIONS FOR DROP-OFF/PICK-UP AND ENTRY AREAS AT SCHOOLS

- 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.
 - 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.
 - After school, hallways will be cleared immediately and students will be expected to leave the grounds unless scheduled for a specific school offered activity.
- 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 for your child
 - 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.
- There is a mailbox outside the office to drop off forms and other paper items.
- At the end of the school day, all common spaces will be closed and students expected to leave the building immediately unless they are participating in an activity with a school staff member.
- The office will maintain records of contacts within the school by any visitors to the school.

EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

- Non-essential visitors will not be allowed into the school.
- 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.
- A record of all visitors will be kept.

- The school will screen service providers, visitors, volunteers and independent contractors using the attached tool (see Appendix C) 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.
 - 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.

CAFETERIA & FOOD CONSIDERATIONS AT MCHS

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.
 - 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 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.

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.

Guest Speakers & Volunteers

- These people will still be permitted in the school with limited access and for essential reasons only.

Extracurricular Activities

- 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.

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.

APPENDIX C – SCREENING QUESTIONNAIRE

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

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	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
		YES	NO
	• 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	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* 'unprotected' means close contact without appropriate personal protective equipment (PPE).

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.

