



COVID-19 Academy Guidelines

Current as of: August 23, 2020

To Our Master's Family,

As schools open across Alberta, we are mindful of the need to protect all those who enter our building. Over the past several months, we have been diligently preparing for students to return to their classrooms. To this end, we have created protocols and safety measures to protect all those who enter our school, as the health, safety, and well-being of our students and staff is our top priority.

As you know, our provincial government has mandated Alberta schools to reopen under Scenario 1. Our reopening plan is founded on the following four principles that were established by our government.

- The safety of children, students, and staff comes first.
- Children and student learning will continue.
- Provincial funding is still flowing to schools.
- School authorities have the flexibility to do what is best for their community.

Recognizing that the guidelines around COVID 19 are still evolving, this document represents the procedures and protocols that are known at this time.

I. HEALTH MEASURES AND SAFETY PROTOCOLS

A. Daily Assessment for Symptoms

1. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or another infectious respiratory disease (cough, fever, shortness of breath, runny nose, or sore throat) using the Self-screening tool found at [K-12 School Re-entry](#) before sending their child to school.
2. Anyone, including students or staff members, who display COVID-19 symptoms or answer "Yes" to any of the daily health check questions, is prohibited from entering the school. Please follow Alberta Health Services guidelines regarding COVID-19 to determine your next steps. See [Alberta's Guidelines for Symptoms and Testing](#).

B. Return to School after exhibiting symptoms, or a positive diagnosis, of COVID-19

1. As part of the requirement to manage potential outbreaks and ensure the ability to contract trace, all students will be required to report to their school administration if they test positive for COVID-19.
2. Prior to a student returning to school after a positive COVID-19 diagnosis, school administration will consult with the Superintendent or designate and confirm that a medical professional or Alberta Health Services has approved the student returning to school.
3. Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases AND their symptoms have resolved.

C. Illness While At School

1. Immediate pick up will be required if a student experiences any symptoms of COVID-19.

2. It is imperative that we are able to reach parents/caregivers at any time during the school day. Symptomatic students will be isolated while awaiting pick up and will be required to wear a mask.
3. If a parent cannot be reached, the designated emergency contact will be contacted and asked to pick up the student immediately.

D. Travel or Contact with Others Who May Have COVID-19

1. Anyone who has traveled outside of Canada in the last 14 days **may not** enter the school building.
2. Anyone, including students, who have been in close contact with someone being investigated or confirmed to have COVID-19 **may not** enter the school building.

E. Cases of COVID-19 in School

1. If there are cases of COVID-19 identified within our school, Alberta Health Services will work directly with our school's administration and the Palliser Regional School Division to provide information and guidance for staff, parents/guardians, and students.

F. Masks in School

1. Following the guidelines of Alberta Education and Alberta Health Services, all students in Grades 4 - 12 must wear a mask when they are not at their desks or cannot maintain a physical distance from others. Staff will also follow this protocol. This includes wearing a mask when entering and exiting the school, in the hallways, washrooms, and in any other common area.
2. Students in Kindergarten to Grade 3 are asked to follow these same guidelines.
3. Please provide your child with a mask and a spare and designate a specific place in your child's backpack where they will be stored.
4. [Guidance For Wearing Non-Medical Face Masks For the General Public](#)

G. Hand Washing or Sanitizing

1. Hand sanitizer dispensers are available in all classrooms
2. Students will be required to wash or sanitize their hands
 - Upon entering and exiting the school
 - Upon entering and exiting their classroom
 - Using the washroom
 - Before and after eating, including snacks
 - Before going for recess and after recess
 - Before and after PE
 - Whenever hands appear dirty

H. Following Healthy Practices

- Follow proper coughing and sneezing etiquette
- Keep a 2-meter physical distance from others when possible
- Avoid sharing items with other students



- Wash and sanitize hands frequently
- [Infection Prevention and Control](#)

I. Following Healthy Practices

1. Children are expert imitators so model those healthy and positive behaviors at home that you would like to see in your child.
2. While waiting for your children outside, please model physical distancing with others.

II. SCHOOL OPERATIONS

A. Student Arrival and Exits

1. Hand sanitizer dispensers have been installed at all entrances.
2. ***Please do not enter the school at drop off or at pick up,*** rather allow your children to walk to class independently. Plan a meeting place outside of the school upon dismissal. For everyone's safety, we are limiting the number of people entering our school each day.
3. Grades 1-6 entrances are supervised between 8:05 and 8:15 am each day, as long as we have staff personnel available to do so.
4. We will adjust our entrance procedures for inclement weather. However students must dress appropriately for weather conditions.
5. There are designated entrances and exits for specific grades, which are supervised between 8:05 AM and 8:15 AM each day. These doors must be used.

Kindergarten

- Kindergarten parents will be given a parking pass.
- Parents may park in the designated kindergarten parking spots and walk their child to the **North** Gym door entrance. Their teacher or a teacher aide will meet them at this location. Parents may pick up their children at this same door.
- Children will not be released until a parent or designated guardian picks up their child at the North Gym door entrance.
- The kindergarten entrance door is not supervised before 8:15 am.

Grade 1

- All students will enter and exit through the two Grade 1 **EXTERIOR** classroom doors located in Mrs. Kroeker and Mrs. Davidson's room. Located at the north end of the school that directly enters into the 1K and 1D classrooms.

Grade 2

- All students will enter and exit through the **front, main entrance doors.**

Grade 3

- All students will enter and exit through the door facing the Jr. Playground. **(Northwest Entrance)**

Grade 4

- All students will enter and exit the school using the far **West entrance doors**.

Grade 5

- All students will enter and exit through the **South Academy Gym** door.

Grade 6 Students

- All students will enter and exit through the **College South East door** facing south.

B. Movement in the Building

1. Inside the school building, there is directional signage to reduce physical interaction.
2. Students, staff, and others will be required to follow the signage and be mindful of keeping a 2 m distance from each other.

C. Classroom Configuration and Personal Items

1. Classrooms have been configured to maintain as much physical distance between desks and students as possible.
2. Should students need to move outside of their classroom, they must put a mask on before leaving their classroom.
3. Each student will be given a large container beside their desk for all personal items including outdoor clothing, indoor shoes, lunch, and all school-related materials. Students are to keep all personal belongings in their containers.
4. Students should not be sharing items but when necessary for learning items will be disinfected prior to their reuse.
5. Please label all personal belongings, including supplies and clothing. If something is misplaced, such as a pencil that falls on the floor, it needs to be returned to the right student. "Mabel's Labels" is available for purchase to make labeling easier.
 - Go to Mabel's Labels (<https://mabelslabels.ca>)
 - Top right hand corner "Support A Fundraiser"
 - Type in Master's Academy

D. Student Cohorts

1. The risk of transmission of COVID 19 is reduced by limiting exposure to others. Therefore a student's cohort will be their homeroom. They will move as a group and contact with other cohorts will be limited.
2. Limiting students to their cohort will decrease the number of close contacts should a case of COVID 19 occur in our school, and will aid public health officials with contact tracing.
3. We have minimized the number of people interacting with students through staff assignments.

E. Late Entry and Early Exit

1. If your child arrives at school late or is returning from an appointment, please ring the bell outside of the Main Academy doors and let the office know your child has arrived. Do not leave your child at the door without the office acknowledging that your child is now at school.
2. Parents who need to drop off items or pick up a student for an appointment, will follow this procedure.
 - Ring the outdoor bell upon arrival and wait for acknowledgment from the office.
 - If you are dropping off an item, enter only into the foyer and place the item on the table closest to the entrance.
 - (a) We will call your child down to pick up the item or deliver the item to your child.
 - (b) Please try to limit the number of times that additional drop-off of items is necessary.
 - For those who are picking up a child for an appointment please ring the bell, and wait outside for your child to come to you. Your child will meet you at the main Academy door, where you will sign a release form. Please bring your own pen.

F. Lunch Time

1. Until the province changes the regulation around the number of students that can gather together indoors, Academy students will not be eating in the cafeteria.
2. Students will eat in the classroom under the supervision of teachers.
3. The hot lunch program is available and registration will be available through the parent portal.
4. Hot lunch will be delivered to your child's classroom.
5. Microwaves will not be available.
6. Students will be required to take home all remaining food, lunch containers, wrappers, etc. These items may not be disposed of at school.
7. *Healthy Hunger* will not be available at the beginning of the year but may return if it is determined that it is safe to do so.

G. Morning and Lunch Recess

1. Each grade cohort will be assigned a specific area, either on the playground or on the playing field, and no more than 3 grades will be outside at any one time.
2. Playgrounds have high touch surfaces and therefore a limited number of students will be allowed on playground equipment at any one time.
3. Students need to dress appropriately for the weather as outside recess will be the norm with very few exceptions.
4. Students will be required to wash or sanitize their hands before and after using the playground equipment.

H. Contacting Teachers or the Academy Office

1. Contact with teachers or any other staff member must be done either through email or by phone when possible. Teachers are more than willing to meet with parents virtually. If you need a face-to-face meeting, please contact Saxon Morgan (Saxon.Morgan@masters.ab.ca) or Linda Dyck (Lidyck@masters.ab.ca).

I. Music and Physical Education

1. Alberta Health Services has indicated that singing is a high-risk activity. Therefore, music will involve music appreciation, composition, and other music activities.
2. Music classes will not be combined but will be taught individually by Mrs. Serate and Ms. Peters.
3. PE classes will be held outside as much as possible. Please ensure your child is dressed for all types of weather.
 - Two classes with two supervisors will be outside or in the gym with separate activity areas.
 - An additional 15 minutes of outdoor PE will be scheduled each afternoon for all classes and supervised by homeroom teachers.
 - The use of shared items or sports equipment is discouraged. Equipment that is shared will be cleaned and disinfected before and after each use.

J. Water Fountains and Student Phone

1. All water fountains will be shut off.
2. Students are encouraged to bring their own filled water bottle each day. Sinks and water refilling stations can be used to fill personal water bottles.
3. Students will not have access to any school phone. If deemed necessary, office staff will make the call for students.

K. Visitors, Volunteers and Parents

1. All visitors or business personnel will need to complete the self-screening tool [K-12 School Re-Entry](#) before entering the school.
2. Only in special circumstances will there be volunteers in the school. All volunteer requests must be approved by the administration.
3. There will be restricted access to the school by parents, caregivers, or others, unless prearranged and for a specific purpose. Masks must always be worn when entering the school and while in the school.

L. Extra-Curricular Activities

1. Extra-curricular activities may continue if social distancing and proper hygiene requirements can be met.
2. Intramurals are canceled at this time.

M. Field Trips

1. At this time field trips are canceled and programs will be enriched through other means.

N. Washroom Procedures

1. Changing to non-touch soap and paper towel dispensers in washrooms
2. Only two students are allowed in each washroom at one time.
3. Students will have a personalized magnet on a whiteboard inside their classrooms.
4. When students need to use the washroom, they take their magnet and place it on the whiteboard outside of the washroom.
5. If there are two magnets already on the whiteboard, the student will wait outside the washroom, observing proper physical distancing, until a magnet is removed.

O. Technology

1. From Grade 1 - 6, students will be assigned a specific technology device for their exclusive use. No one else will use their device.
2. Should kindergarten students use technology (iPads) each device will be sanitized after individual use.

P. Supporting At-Home Learning While Self-Isolating or Ill

1. Consistent with what happens during non-pandemic times, should a child need to stay home for a period due to illness, classroom teachers will provide key work for the student to be able to complete while at home.

III. CLEANING**A cleaning and disinfecting protocol, specific to COVID-19, has been established and includes:**

1. The frequency of cleaning and disinfecting, especially on high touch surfaces and high-traffic areas, will be increased and monitored by keeping a log (e.g., door handles, light switches, faucets, taps, elevator buttons, phones, computers, remote controls, keyboards, desktops, surface counters).
2. Cleaning and disinfecting will be done using the "wipe-twice" method; surfaces will be cleaned with a cleaning agent to remove soil and then wiped again with a disinfectant.
3. Disposable towels, spray cleaners, and disposable wipes, are available to workers to regularly clean commonly used surfaces while ensuring the safety of children.
4. Communal items that cannot be easily cleaned (e.g., newspapers, magazines) have been removed.
5. Plastic-lined waste containers will be checked and emptied regularly.
6. Anyone entering the building will need to use hand sanitizer which will be available at each main entrance.



7. Each student will be provided wipes to clean their desk before and after eating.
8. Our school will be cleaned each evening with Ultra-Lyte® Disinfectant & Sanitizer. (<https://www.acetronic.com/products/ultralyste-sanitizer-disinfectant>)

The procedures outlined in this document have been created to protect our staff and students to the greatest degree possible. Thank you for carefully reading this document and taking note of the procedures that affect both you and your children.

This is an unsettling time for us all, but be assured that we will do everything we can to make certain that we are ready for the safe return of students to school.

We wish you all a safe and happy end to the summer months. We are looking forward to seeing everyone in September.

Sincerely,

Linda Dyck, Principal
Master's Academy