

Coalhurst Elementary School Re-entry Handbook 2021-2022

CES is committed to providing a safe and caring learning environment for all students, staff, and community members. Covid-19 has presented many challenges and we are responding by developing a plan under the direction of Alberta Health Services, Alberta Education, and Palliser School Division.

We understand that some stakeholders will feel that all restrictions are inappropriate while others will be seeking to implement more restrictions. Our plan reflects that of the province and school district. Palliser is continuing to provide distance schooling opportunities for elementary students this year for parents who feel this is a more appropriate educational choice with two planned entry/exit points. The deadline to register for Palliser Beyond Borders is August 27. The second entry/exit point for PBB is in January.

The CES plan is intended to provide plenty of flexibility and personal choice. Should AHS or Alberta Education change their stance our school can make changes to our plan to include:

- Increasing or decreasing our emphasis on the wearing of masks
- Increasing or decreasing cohort sizes
- Changing guidelines around physical distancing
- Increasing or decreasing the accessibility of shared supplies, access to microwaves etc
- Providing opportunities for children who must be away from school for an extended period due to Covid-19

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Summary of Key Procedures

This summary is provided as a quick reference. Please review the entire document.

- All procedures are implemented to start the year but are subject to change as provincial guidelines change.
- Masks are required for grades 3-6 and for all staff, guests and parents.
- CES procedures are based on AHS/Alberta Education and Palliser Regional Schools.
- Students and staff stay home or go home when not feeling well.
- We will emphasize deep cleaning, handwashing, and avoiding high traffic areas.
- Students will play with students within their grade levels ($\frac{1}{2}$, $\frac{3}{4}$, $\frac{5}{6}$).
- Recesses are spent within grade levels ($\frac{1}{2}$, $\frac{3}{4}$, $\frac{5}{6}$).
- Students continue to enter and exit with their teachers in assigned locations around the school.
- The playground is considered a high traffic zone. To avoid required masking, ***the playground is not accessible in the morning*** before school starts.
- In the morning students move straight to their class lines.
- After dismissal students are required to go home and check in with the parents. They are permitted on the playground only after doing so.
- The first two days are reserved for staggered entry. Teachers will contact families to inform them of which day their child attends.
- Parents and guests are welcome in the school. Everyone must sign in, mask, and should schedule visits with the teachers and/or administration.
- Microwaves are permitted at the ***discretion of each teacher***. Not all teachers encourage microwaves because of the long line-ups and delayed eating times. The nutrition program will be up and running.
- Extra-curricular activities may begin. We are starting grade $\frac{5}{6}$ volleyball in September!

1. FOLLOW EXPERT ADVICE

Provincial and School District Plans

[Alberta Government Covid Plan](#)
[Palliser School District Plan](#)

- The plans at all levels (province, school district, school) are subject to change.

2. KEEP THE VIRUS OUT

Student Illness at CES

- To prevent the spread of Covid-19 and other illnesses no one shall enter the school premises if they are feeling unwell.
- Students, staff, parents, and guests should do daily self-screening for Covid-19 symptoms and should isolate themselves if they test positive for Covid-19.
- If a student has indicated that they are not feeling well, we will bring the child to the office/infirmery and we will call parents for pick-up.

3. PREVENT THE SPREAD

Cleaning of Schools

- CES will maintain a rigid cleaning schedule that includes conducting multiple rounds of disinfecting and deeper cleaning when illnesses are present in greater numbers.
- CES will avoid the use of harder to clean soft surfaces where possible.

Teachers shall consult with school administration if special cases should be made where soft surfaces enhance student learning and present a plan for ensuring that these surfaces are disinfected regularly.

Handwashing and Hygiene

- Handwashing is an effective way to prevent the spread of illnesses. Handwashing stations are provided for everyone to wash their hands using soap and water/hand sanitizer:
 - a. upon entering the school;
 - b. before eating;
 - c. after using the washroom;
 - d. when entering the gymnasium or other common areas.

Physical Distancing and Cohorting

- CES encourages physical distancing where feasible and our strategy is to avoid high traffic areas.
- The playground will be off limits in the morning - students are to proceed to their line-ups for entry into the school.
- We will avoid crowding in the hallways, postpone cross-graded teamwork and reading buddies, and whole school activities such as assemblies will not take place until such time as these activities are deemed more appropriate.
- Our students will engage in indoor cohorts by grade levels (i.e. grade 1/2s together, 3/4s together, 5/6s together)

Masks

- Mask wearing will be optional for all students in preK to grade 2 and required for all students from grades 3-6 inside the school. All staff are required to mask unless they are medically exempt.
- **Masks are required on all buses.**
- All parents and guests are required to wear masks.
- Students are not required to mask during PE or at recess or while distanced in the classroom at the discretion of the teacher.

Recesses and Playgrounds

- Recesses will take place on one of three designated locations by grade level.
- During outdoor recess, CES students will play with their entire grade levels (i.e. all grade 1/2, all grade 3/4, all grade 5/6). Play areas will rotate through the three playgrounds throughout the day.
- **The playground is off limits from 8:15 - 8:30. To maintain low traffic areas CES is requiring that students move immediately to their line-ups when they arrive at school**

Covid-19 Vaccinations

- Vaccinations are a parent/family choice in the province of Alberta. Vaccination history is a part of a person's medical background and is therefore considered private. Students, staff, or guests will not be required to disclose their Covid-19 vaccination information.

Student Arrival and Dismissal

- Students will enter and exit with their classes and teachers.
- School administration will be on supervision by 8:15 am for bus students. Teachers will be on the playground and front entry by 8:20 am. The warning recall bell will ring at 8:25. At 8:25 all students will begin entering the building one class at a time per entrance to avoid creating high traffic zones.
- Note that because supervision is not provided until 8:15 am for bus students and 8:20 am for all other students, we do not encourage any children to arrive before this time and the playground remains off limits in the morning.
- Students arriving after classes have been admitted and after their doors are locked must report to the office through the front entry. Students must make every effort to be at school on time.
- Students will be dismissed outside by their teachers.

- To avoid high traffic areas and for supervision purposes, we require that students leave the grounds immediately after school and check in with their parents at home.

Staggered Start Days

- During the first two days of the school year we will have a staggered entry where half the students will attend on September 1 and the other half on September 2. All students will attend school on September 3.
- Parents may attend the staggered days with their children from 8:30 - 9:30.
- Teachers will contact parents with the staggered entry dates a week prior to the start of the year.

Parents, Visitors, and Guests in the School

- We require all parents, visitors, maintenance workers, and guests to enter the school through the main entrance. Everyone must check in with office staff and use our sign-in process. This is a security measure that helps to ensure that staff are aware of who is in the building.
- Parents and guests are always welcome in the school though it is a good practice to schedule an appointment first.
- Visitors should enter the school only if they have self-screened and must be masked.
- All exterior doors are locked once the school day begins. The front entry has a doorbell to alert office staff.

One exception to the above entry procedures is with our preschool program where parents may use the preschool doors under the supervision of preschool staff. Preschool parents should exit only through the preschool doors.

Water Bottles, Fridges and Microwaves in the Classrooms

- Students should bring a water bottle to school and may use one of the water filling stations located throughout the school. Water fountains are not available for student use.
- All classrooms are provided with fridges for our nutrition program.
- The decision to maintain a microwave in the classroom is an individual teacher decision. Teachers must have plans in place to ensure that microwaves and fridges are cleaned regularly.