



Please note that this plan will be updated as circumstances warrant.

We will be following all recommendations and guidance from Livingstone Range School Division, Alberta Health Services, and the Ministry of Education.

Physical Distancing, Hand hygiene/sanitation

- Physical distancing- Given the number of students in the building, we are working to minimize risk; however, we will not be able to maintain two meters physical separation between students at all times. This is why it is important that anyone showing symptoms needs to stay home, get tested and cleared before returning to school.
- All area rugs and soft furnishings have been removed from classrooms and common areas.
- Classroom Set-up: Desks will be arranged so students are not directly facing each other. They will be separated from each other to the best of our ability given the size of the classroom and the number of students. Students will be assigned a specific seat that will assist with contact tracing should the need arise.
- Teaching proper hand hygiene during our start up and reviewing it often. Time taken throughout the day to ensure this is happening.
- Encourage students to bring their own water bottles and use our filling station rather than using the water fountain.
- Students will be asked to help clean shared resources between individuals when appropriate and safe to do so (electronic devices, manipulative etc.)

Cohorting

- Our students will be cohorted by their homeroom classroom.
- These cohorts will remain together throughout the day with their homeroom teacher.
- Every effort will be made to have teachers travel to students rather than switching classrooms.
- Students enrolled in Band and Outdoor Education/Wildlife Conservation programming will be taught on site at AB Daley with their own cohort.

Parent/Guardian and Volunteer Access to the School

- Visitors to the school will be limited and any visitors entering the school will be required to wear a mask-- signage will be posted at the front door.
- Parents/Guardians are asked to schedule an appointment in order to access the school (call 403-646-3161 or email s-abdaley@lrsd.ab.ca in advance).
- To begin the year, there will be no on-site volunteers, this will be reevaluated as the year continues.
- A.B. Daley will continue it's Locked Door Procedure (independent of COVID-19). In order to enter the school, please ring the doorbell and wait for direction from office staff.

In Person Learning

- There will be directional signage on the floors in the hallways, bathrooms and entrances of the building.
- Walk on the right hand side of the hallways.
- Staggered Bathroom/Water breaks to limit hallway crowding.
- Staggered lunch/recess.
- Teachers will share and review the directional procedures with their students as part of the re-entry process.
- Field trips and activities requiring group transportation will be postponed for the time.
- Large gatherings such as assemblies and celebrations will be conducted online and through our A.B. Daley News Channel.

Expectations for shared use equipment (PE, art supplies, manipulatives, guided reading, computers)

PE equipment, art supplies, music, math manipulatives, guided reading books, computers, etc.

- Shared items will be cleaned between use, we will make every attempt to limit equipment sharing whenever possible.
- Storage of student materials will be spaced out to provide as much distance between as possible.
- Chromebooks will be sanitized before going back onto the cart- bins at each cart for unsanitized chromebooks.
- Gym equipment will be signed out by the teacher and sanitized before being put back into the equipment room.
- Students will have their own personal manipulative kits/bags at their desks to minimize sharing wherever possible.
- Students will be encouraged to use their own personal items as much as possible (i.e. limited shared classroom supplies).

Physical Education

- When possible, teachers will utilize outside spaces and the playground to deliver P.E. programming.
- Students will attend P.E. in their cohorted classroom groups.
- Students will use hand sanitizer or wash hands before and after P.E. class, teachers will supervise.
- Students will be physically distanced if using the gymnasium inside.

- Guidance for P.E activities and outdoor programming will be followed.
- Limited sharing of equipment will be encouraged.

Amphitheatre, Music, Dance & Drama

- Band/ Music will be modified this year to follow the Guidance documents that are provided and will focus on low risk activities (i.e. percussion, rhythm, music appreciation, fine arts including drama).
- Physical distancing will be implemented in the amphitheatre for sit spots and plastic chairs.
- Limit shared items and provide students their own individual music bag to use each time.
- Chairs and high touch surfaces will be cleaned regularly throughout the day.

Office

- Main office door will be closed to minimize traffic through the office.
- Sliding window at reception will remain open to greet guests or assist students.
- Max occupancy for the office will be 10 people.
- Exterior doors to the school door will remain locked as per our normal procedure.
- Visitors will ring the doorbell and be let in by our admin assistant and the COVID 19 Screening questions will be asked to each visitor.
- All guests will be required to sign in and wear a mask when in the building.
- Visitors and Volunteers are limited at this time.
- Parents will be asked to make an appointment to speak with their teacher or administration in person to limit outside traffic in the school
- Coloured tape will be used on floors to indicate flow of traffic into and out of the building.

Supervision

- Each classroom teacher will take their own cohort classroom outside to their designated recess area.
- Recess areas will rotate each day, so that students can play in all areas.
- Staggered recess/snack/lunch schedule will be in place and teachers and Education Assistants will be used for supervision to ensure all employees are also receiving appropriate breaks throughout the day.

Arrival/Drop Off

- Parents/guardians must remain off school grounds or within their vehicle when dropping off their children.
- They must not enter the school unless approved by Admin or for a scheduled appointment.
- Students will meet at their classroom designated area (marked by painted shape outside). Students will be welcomed into the school at their designated time by their homeroom teachers to allow for staggered entry.
- All students will be assigned an entry point into the school to limit travel throughout the building:
 - Kindergarten & Grade 1- North/West boot room is for kindergarten and grade 1.
 - Grade 2 & 4- South West Bootroom
 - Grade 3 & 5- South/East
 - Grade 4/5 combined class & Grade 6- North/East boot room

- Each cohort will also have a recess group (either A or B) and will enter and exit the school according to this designation.
- Upon entry students will use the hand sanitizer provided at the entrance doors.
- Once in school, students will head directly to their classrooms where they will wash or use hand sanitizer.
- Students will store their personal items on socially distanced hooks, cubbies or at their desks (depending on their classroom size).
- Students who are late will line up outside the front office doors where office staff will allow them in. They will then go directly to their boot room to put their outdoor shoes away and they head straight to their classroom.
- Bus students will continue to arrive as per their bussing route and will enter the school at their designated classroom entry points.
- Non bus students are encouraged to come at 8:35 am when our bell rings, and make their way directly to their assigned entrance.
- Parents will assess their children daily before sending them to school using the LRSD COVID 19 Screening Tool.
- If a student is displaying Covid symptoms, they will be immediately isolated and parents will be contacted to pick up their child.

Student Illness

- Parents will assess their children daily before sending them to school using the LRSD COVID 19 Screening Tool (attached below).
- If a student is displaying Covid symptoms, they will be immediately isolated and parents will be contacted to pick up their child.
- If a student has Covid symptoms it is recommended that a family doctor or 811 is consulted to determine if Covid Testing is recommended.
- Parents/caregivers are required to keep symptomatic children home.

Lunch/ Recess

- Staggered recess times and playground zones will be used to assist us with maintaining social distancing on the playground.
- While recess group A is outside playing, Recess group B will be in classrooms having their snack time. Our timetable allows time for Recess group A to be inside, before Recess group B goes outside to play.
- Teachers from each classroom will supervise their recess group and an EA will be used to provide a teacher break during snack time.
- Students will wash/sanitize hands in classroom sinks before eating lunch/snack and after going outside to play.
- Shared food and drinks are not permitted by students, we will have single serve items on hand for any student who does forget a lunch and requires one.

Dismissal/Pick-Up

- Parents/guardians must remain off school grounds or within their vehicle while waiting for their children. Students will use hand sanitizer or wash their hands prior to leaving the class.
- Busses will run as scheduled.
- Staggered dismissal: Students will be released in two groups, one at 3:20 pm and one at 3:25pm.

Staff Room

- Staff room occupancy will be 10.
- Lysol wipes/spray bottles and disinfectants for commonly used appliances will be available.
- Staff will wash hands on entry or use hand sanitizer.
- Soft furniture will be removed to ensure adequate space.

- Custodial Staff will be asked to clean high touch surfaces in the staff room after classes are in session and after main breaks (morning, first recess, lunch, and last recess).

Hallways

- There will be directional signage on the floors in the hallways, bathrooms and entrances of the building.
- Students and staff will walk on the right hand side.
- Teachers will share and review the directional procedures with their students on the first day and review afterwards.
- Staggered breaks to limit hallway crowding.

Washrooms

- Max occupancy for bathrooms will be three.
- Students waiting will stand on indicated lines outside until other students have left.
- Custodians will be regularly cleaning high touch surfaces.
- Students MUST wash their hands with warm soapy water after using the bathroom.
- Paper towel dispensers will be installed in bathrooms.
- Handwashing signs and reminders will be posted.

Food Services/ Breakfast Program

- No sharing of food between staff and students will be permitted.
- No food preparation courses at this time.
- No sharing of utensils, dishes and water bottles or drink containers.
- Breakfast program will be operated by Educational Assistants and will use a cart to deliver a pre packaged snack to each student in the morning (i.e. granola bar, banana, orange, etc).
- All Breakfast Program staff will be asked to wash hands before and after handling any breakfast items and use utensils to serve food when possible.
- Students will eat their own lunches at their own desks.
- No sharing of common food items.
- Healthy Hunger (Hot Lunch) items will be delivered on a cart to students by an Educational Assistant. These will be pre packaged meals that are purchased by the student's family. We will limit our vendors to those who can provide prepackaged meals (i.e. Subway, Tim Hortons, Haywired). We will postpone any hot dog or taco in a bag meals that are prepared as they are not prepackaged.
- Condiments used in Healthy Hunger would have to be prepackaged (i.e. single serve ketchup or sauce).
- Any staff delivering food to students will be asked to wash hands before and after and be wearing a mask.
- All food service guidelines will be followed.

Learning Commons

- Staff will follow hand hygiene practices before handling returned materials.
- Students entering the learning commons will use hand sanitizer.

- Class cohorts are allowed in the Learning commons at one time (max 25).
- Library books will be left in bins after pickup for 72 hours before being handled and reshelfed.
- Physical Distancing measures have been put into place around the Learning Commons Facilitator Desk.
- Learning Commons facilitator will ensure students are physically distanced when signing out books (use of sit spots).
- High touch areas such as tables will be sanitized between uses.

Playgrounds

- The playground will be divided into 5 zones, cohorts will play within their own designated zone.

Classrooms

- Classroom Set-up: Desks will be arranged so students are not directly facing each other. They will be separated from each other to the best of our ability given the size of the classroom and the number of students. Students will be assigned a specific seat that will assist should there be a need to contact trace.
- Staff and students are to utilize their own personal items and minimize any shared items.
- Each classroom will have its own supply of hand sanitizer.
- Masks will be mandatory for all staff and students grade 4 to 6, when physical distancing is not possible and in hallways and common areas
- Grades K-3 will be encouraged to wear a mask.
- When social distancing can be achieved and students are at their desks, mask breaks can be taken (i.e. during seat work, or silent reading).
- Masks will not be mandatory outside during recess or P.E.

PPE plexiglass barriers, physical distance, masks, shields, hand sanitizers

- Each classroom will have its own supply of wipes and hand sanitizer.
- Each classroom has its own sink and soap for student use.
- Hand sanitizer will be available at the entry and exit of the school and each room of the school.
- Masks will be mandatory for all staff and students grade 4 to 6. Grades K-3 will be encouraged to wear a mask.
- Face Shields will be available for staff.

Work Experience

- All work experience students need to be approved by administration. These students will have to follow our school protocols and guidelines.
- They will be required to check in, do a self-assessment of symptoms, wash hands before starting and will be assigned to one cohort only, rather than general school support.

Student Behaviour

- In addition to the expectations we already have at school, students will also be expected to adhere to the new safety guidelines in place. Students that cannot meet the expectations as outlined may not be eligible to participate in in-school instruction.

Screening Questionnaire

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

Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child attending the program, have any of the below symptoms:	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.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected*</u> contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child 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).

** "ill" 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.