



# Sturgeon Public Schools

**Scenario 1: In-School Learning**  
classes resume, near-normal operations with  
health measures

*This document will continue to be updated based on orders from the Chief  
Medical Officer for Health and Alberta Education.*

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Dare to reimagine learning

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### Health Measures

#### Daily Self-Screening Practices

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases by completing the **Screening Questionnaire** (Appendix A) before sending their child to school. Parents who need to be on school property must assess themselves before arriving at school or a Sturgeon Public site.

#### Non-Medical Masks

On 04 August 2020, the Minister of Education announced that non-medical masks are to be worn by all students Grades 4 to 12 effective 01 September 2020. Students will be required to wear a non-medical mask while on the bus and at school, particularly in common areas and in spaces where physical distancing requirements cannot be maintained.

The Government of Alberta will be providing two reusable non-medical masks to all Alberta students Kindergarten to Grade 12. Parents are responsible for providing additional non-medical masks for their children. Only those students in Grades 4 and up, however, will be required to wear a non-medical mask.

#### Illness While at School

Students exhibiting signs of illness must be moved to the school's infirmary room. Parents/guardians will be notified and advised to pick-up their child. If the parent is unable to pick up their child, they must designate an emergency contact for student pickup. It is the expectation that students are picked up by the family or emergency contact. Children exhibiting symptoms will not be transported home by bus. Within the Alberta Government's pandemic response, this is a responsibility to which all families must adhere.

Staff supervising symptomatic students must:

- Keep all other staff out of the infirmary room;
- Ensure the student wears a face non-medical mask;
- Use strict handwashing techniques;
- Maintain physical distancing where possible; and
- Wear gloves, non-medical mask and face shield while attending to the student.

The staff supervising the student may use an electronic thermometer to take the temperature of the student. After the student is picked-up, a sign will be posted stating that the room must be cleaned; staff will contact the appropriate custodial staff. All items the student touched must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, for example, paper, books, cardboard, must be removed from the classroom and stored in a sealed container for 10 days.

### Confirmed Cases of COVID-19

If there are confirmed cases of COVID-19 identified within school settings, Sturgeon Public Schools' Zone Medical Officer of Health will work directly with the jurisdiction and school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort/class home or to close a school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work-at-home if they are required to self-isolate.

### Students with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to Alberta Health Services. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students as they would with other medical conditions.

### Testing and Clearance to Return

For school re-entry to be successful, all students, families and staff must work together to minimize risks. Should anyone answer "Yes" to any of the **Screening Questionnaire** (Appendix A) questions, they are prohibited from entering the school. Your child must stay at home. Please use the [AHS COVID-19 Self-Assessment Tool](#) to determine whether your child needs to be tested. If they are tested and cleared to return, please confirm receipt of the negative test result with the school.

## School Operations

### Physical Distancing

Given the number of students in the building, we are working to minimize risk. We will not, however, always be able to maintain two metres physical separation between students. Therefore, it is important for everyone to wear a non-medical mask and anyone showing symptoms to stay home, get tested and cleared before returning to school.

### Student Flow Inside the Building

Inside the school there will be directional signage in halls and stairwells to reduce physical interaction. The Principal will share defined procedures and guidelines that all individuals must follow. Teachers will teach students about the methods being used in the school to minimize risks.

### Student Arrival and Entry

Parents/guardians must remain off school grounds or within their vehicle when dropping off their child. They must not enter the school unless approved by the Principal. The Principal will utilize as many entry doors as possible and assign all students an entry

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point. Students should move directly to their designated entry door and wait for permission to enter the building while staying two metres apart where possible. The school will develop a schedule that ensures supervision for each entry door and throughout the building. Students will enter the building from their assigned meeting spot to minimize physical interactions. The Principal will create a schedule for student entry. Student entry may require staggered times, which do not necessarily align with established bell times.

All staff and students (Grades 4-12) are required to wear a non-medical mask and utilize hand sanitizer prior to entering the building and before entering their classroom. Once in the school, students will head directly to their class. Hallway lockers will not be utilized. Students will need to hang their jacket and backpack on the back of their chair or designated area within the classroom that supports distancing guidelines.

Your school will communicate the arrival and entry process to students and families.

### Classroom Setup

Classrooms, desktops and countertops have been decluttered of all non-essential items to allow for custodial cleaning. Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed. Desks have been separated within the limits of the size of the classroom and number of students. If two metres cannot be arranged between desks/tables, students will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups or a semi-circle). 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 (e.g. electronic devices, writing instruments, school supplies) and minimize any shared items. Where possible, teachers will organize their curricular content to minimize the need for shared resources at the beginning of the school year.

Students will be asked to help clean shared resources between individual use (e.g. microscopes, electronic devices, manipulatives, etc.).

Non-medical masks are to be worn by all staff and students Grades 4 to 12. Non-medical masks are mandatory in hallways and in any shared spaces where students, staff or teachers are not be able to maintain the recommended physical distancing requirement.

### Student Groups/Cohorts

A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting and the number of students assigned to that teacher. In this scenario, class sizes will be consistent with what Sturgeon Public has provided in the past. Staff will work to limit cohort/class interactions where possible. Activities that bring together multiple classes or grades are to be limited wherever possible in this scenario.

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Where possible, teachers will move from learning space-to-space rather than students moving.

### End of School Day

Parents/guardians must remain off school grounds or within their vehicle while waiting for their children. They must not enter the school unless approved by the Principal. Teachers will ensure all students utilize hand sanitizer prior to leaving their last class.

Schools will communicate their plan to address students exiting the school in an orderly manner with appropriate supervision, maximizing the number of exit doors as practical while adhering to physical distancing guidelines. This may mean that schools may require classes/learning spaces to have staggered dismissal times while ensuring bus schedules are maintained.

Students waiting for pick up are to wait outside in a supervised designated area while following physical distancing guidelines. During inclement weather, the Principal will make alternate arrangements for the waiting area.

### Prohibited Events

To reduce interactions between cohorts, multi-classroom/cohort gatherings such as assemblies, whole grade, or whole school groupings are prohibited.

### Water Fountains/Water Bottles

Students and staff are encouraged to bring their own filled water bottle each day. Water refilling stations can be used to refill personal water bottles.

### Shared School Spaces

Learning Commons, gymnasiums and foyers remain available for instructional use maximizing physical distancing where possible. Fitness centres and gymnasiums are only to be used for curricular purposes - with an emphasis on maintaining physical distancing. Playgrounds remain open for student use. Protocols about visiting the school office whether that be for parents, students or staff will be established and shared. Schools with common lunchroom areas will ensure physical distancing guidelines are followed and that they are cleaned and disinfected after each use. The school's infirmary is to be designated for COVID-19 quarantining and not other injuries.

### Visitors/Parents/Volunteers

In order to minimize risks, volunteers and guest presenters are not permitted until further notice. Authorized visitors include parents, delivery personnel, SPS staff, RCMP and AHS. All authorized visitors must wear a non-medical mask when entering a school or division building. Prior to an authorized visitor entering the school, they must use the posted self-screening tool and use their mobile phone to Check-in and Check-out. This will be posted on the entry doors of all schools and Division Office. A record of all visitors who enter any SPS building will be maintained by SPS staff. Parents will be informed of the process to book a meeting time with school office staff or teachers. These meetings

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may be face-to-face, keeping physical distance, or be by electronic means.

### Eating Lunch

Staff and students will practice physical distancing guidelines while eating lunch to the best of their ability. Common lunchroom areas may be utilized but must be cleaned after each use. No food sharing for staff or students. Students must not share utensils, dishes, water bottles or drink containers. Students will be asked to wash their hands or use hand sanitizer before and after eating. Students may be asked to help wipe down their own desks or tables used for eating. Use of microwaves is not allowed.

### Recess

Schools will develop a coordinated exit/entry schedule utilizing as many exit/entry doors as possible for grades/cohorts to leave their class/learning space to go outside for recess and to return to class/learning space. Recess breaks may be staggered by the schools to reduce the number of students exiting/playing/entering the school. Supervisors will encourage students to practice physical distancing while having recess break.

### Class Transitions/Breaks

Junior high and high schools will have class transition breaks in their daily schedule. Where possible, teachers will be encouraged to move rather than students. These breaks are for moving to the student's next class, washroom breaks or refilling water bottles.

Schools may stagger the end of various classes to reduce the number of students transitioning at once. Students will be required to wear their non-medical masks (Grades 4-12) and follow posted traffic flow protocols during class transitions.

### Extra-Curricular Activities

Sturgeon Public Schools is working with Alberta Education and Alberta Health and education partners, including the Alberta School Athletics Association, to explore possibilities for athletic activities and events within the context of current health measures. **SPS extra-curricular athletics and fine arts performances are suspended until further notice.**

### Field Trips

Guidance from AHS states that field trips and activities requiring group transportation should not be scheduled. As such, field trips should be restricted to locations within walking distance of the school. All field trips beyond a reasonable walking distance are cancelled and should not be planned (e.g. international, out-of-province, out-of-community, across town trips).

### School Councils

School Council members and the school Principal may choose to meet via an online environment or face-to-face. If they are to occur face-to-face, they must meet outside

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the regular school day and follow school and AHS guidelines and protocols around hand sanitizer use, size of meeting, maintain physical distancing, wiping surfaces.

### Breakfast/Lunch/Snack Programs

Only programs that are serving pre-packaged food in individual bags are permitted to operate. Schools will need to ensure all food handling protocols from AHS are followed including wearing of gloves and non-medical masks for anyone packaging or delivery the pre-packaged foods. Given no volunteers will be permitted into the building, this will impact the ability to offer these types of programs. No general hot lunch or fund-raising food/lunch programs are permitted at this time. Vending machines will not be operational.

### Before and After School Programs

Before and After School Programs operated in Sturgeon Public sites, will continue to operate under the Government of Alberta Daycare Guidelines.

### Lockers

In order to reduce congestion in the hallways, hallway lockers will not be accessible.

### Washrooms

Regular washroom access is maintained for students while schools put measures in place to attempt to reduce the number of students using a washroom at any one time. Washroom capacity will be posted, and students will be expected to wait, while practicing physical distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage will be placed about washing hands and physical distancing.

### Soft Surface Furniture and Equipment

Where soft surface furniture and items can be cleaned using routine protocols, they will be able to remain accessible. If they cannot be cleaned using routine protocols, then they have been removed or marked unavailable using identifiable tape.

### Shared School Technology

Schools will work to limit multiple students accessing the same device in a day. Students are encouraged to bring their own device to school to minimize shared usage of devices. Families may purchase a device through SPS's Technology Store by placing an order through the PowerSchool portal. Schools are encouraged to divide devices into cohorts and/or grade levels and limit the number of people that contact the device. Devices, including makerspace/learning common resources, are to be cleaned after each individual use following SPS's device cleaning protocol.

## Learning

### Courses/Subjects

In Scenario 1, students are expected to cover all curricular areas with no significant change to hours of instruction.

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Optional courses will proceed but may require some adjustments to support physical distancing and other measures to reduce risks.

- Music/Band will not include in-person singing, cheering or shouting or playing wind instruments at this time. Music/Band programs will need to consider alternative ways to achieve the learning outcomes while reducing risks.
- When possible, physical education should be done outside instead of inside and with activities that support physical distancing. Where there is shared equipment, those pieces of equipment need to be sanitized after the cohort is finished using them.
- CTS/CTF courses shall follow industry guidance provided by Alberta Health Services (cosmetology, foods, shops, etc.). Communal created food should not be consumed.
- Work experience learning opportunities for students may proceed but minimize close contact and students may want to wear a non-medical mask where physical distancing is not possible.
- Where the subject requires the use of shared items like learning stations, manipulatives, science equipment, teachers will work with students to wipe down devices after each individual use.

### Fall Review

Teachers will take time early in the new year to support students with key concepts from the spring Continuity of Learning. This review should not be used for evaluation but rather help guide and shape instruction over the coming months.

### Supporting At-Home Learning While Self-Isolating or Ill

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 work on while at-home. Homework bundles or tasks would be provided to the student by the regular teacher, but they would not be engaging in at-home learning as was provided through Continuity of Learning.

### Supporting Students Who Require Individual/Specialized Support and Medically Fragile Students

Sturgeon Public Schools will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Students with complex or differing learning needs will continue to be intentionally included in the learning of the whole classroom with support from Learning Services. Where required, registered nurse and/or licensed practical nurse will be engaged and will need to follow the guidelines from AHS. Divisional supports, such as occupational therapists, speech-language pathologists, psychologists, physical therapists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. Some of the services will be provided online.

### COVID-19 Specific Protocol Teaching

Staff will utilize many different resources available to teach and support how the school is operating considering the pandemic. Various tools from AHS will be introduced to teach student hand washing, proper physical distancing protocols, etc. Ways to support one's mental health and social-emotional supports also will be taught by the school.

### Transportation

#### Transportation of Students

Regular transportation service levels will be maintained in Scenario 1.

Students in Grades 4–12 will be required to wear a non-medical mask. K–3 students are encouraged to wear a non-medical mask while riding the bus.

Students registered for service will be assigned a route and be expected to utilize their electronic bus pass each time they enter and exit a bus. Regular fees will apply for all riders. All fees must be paid in full for students to receive an electronic bus pass to board the bus. Families can withdraw their student from the bus at any time. Refunds will not be processed for a partial month of service.

A seating plan will be followed in order to keep students from the same household together wherever possible. The seating plan will attempt to spread out the riders as much as possible given the limited space on the bus. Individuals must sit in the assigned seat and cannot move seats to sit with friends.

Families are required to complete the **Screening Questionnaire** (see Appendix A) prior to sending their student to the bus stop. Students that have any of the identified symptoms must remain home until tested and cleared. Families are encouraged to remind their children that social distancing must be followed at the bus stop.

If a student displays or brings to the driver's attention any concerning symptoms as outlined in the **Screening Questionnaire** (see Appendix A) during the route, the driver must stop when it is safe to do so and move the student to the reserved row at the front. The driver must then immediately wipe down the area where the student was sitting and alert the school. The school will provide the student with an isolated space to wait while the parent is notified to pick up their child.

Each bus will be cleaned according to COVID-19 cleaning standards prior to each run.

### Buildings and Cleaning

#### Cleaning

Schools will be cleaned daily with additional measures put in place throughout the school day. Anyone entering the building will need to use hand sanitizer and put on a non-medical mask. Should medical exemptions from using hand sanitizer be required, those individuals will need to be escorted into the building and wash their hands prior to moving about the school. Sanitizer stations will be available at the various entrances during school days and outside each room within the school.

If the classroom or space is used by multiple cohorts during the day, individuals within that cohort are asked to wipe down their individual desk in between cohorts.

Caretaking staff will maintain schools within SPS's pandemic cleaning protocol. Kindergarten classrooms will be cleaned in-between morning and afternoon groups.

Each school site will close at 5:00pm each school day to provide the time needed for caretaking staff to meet the public health cleaning requirements.

#### Community Use of SPS Spaces

In order to reduce the number of people in the building, community and joint-use of indoor spaces in schools is suspended until further notice.

## Appendix A

# Screening Questionnaire

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

### 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.	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 unprotected* contact (face-to-face contact within 2 metres/6 feet) with someone who has travelled outside of Canada in the last 14 days <b><u>and who is ill**?</u></b>	YES	NO
4.	Have you/your child attending the program or activity had close unprotected* contact (face-to-face contact within 2 metres/6 feet) in the last 14 days with someone who is ill**?		
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).

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.