



Livingstone Range
SCHOOL DIVISION

Livingstone Range School Division

School Re-Entry Plan 2020-2021

November 9, 2020

As the school year progresses, the direction provided in this plan will be updated as circumstances warrant.

In-school class learning may vary across the province and is dependent on the number of COVID-19 cases in the local area and guidance from Alberta Health Services & the Ministry of Education.

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1. INTRODUCTION

Livingstone Range School Division is committed to ensuring that our schools are safe places for students and staff. This document outlines the Division's coordinated response and safety measures to reduce the risk of transmission of respiratory illnesses, including COVID-19. Such measures include, but are not limited to hand hygiene, respiratory etiquette, physical distancing, increased frequency of cleaning and disinfection and having staff and children/students stay home when ill. These measures will support the health and wellbeing of our children/students, staff and community.

The COVID-19 pandemic has presented quickly changing scenarios for which we must prepare and be adaptable. While this document is our best plan with the current information and conditions, **it is subject to change** as the pandemic situation evolves.

Supporting the return to in-school classes will take the collective support of our Board of Trustees, Division Administration, school administrators, teachers, staff, students, and parents/guardians. Working with the provincial government and Alberta Health Services (AHS), we will work to ensure adherence to public health measures.

The return to in-school learning is not without risk of infection transmission. By bringing many people together in a closed setting, such as a school, it is expected that cases and even outbreaks of COVID-19 will occur in some locations within Alberta. Public health officials will be monitoring the situation closely and are ready to respond quickly to cases of COVID-19 in a school.

If any of Livingstone Range School Division's schools are connected to a confirmed or probable case of COVID-19 we will be contacted by Alberta Health Services (AHS). While it is unlikely that a single case of COVID-19 will result in a school being shut down there may be conditions that require the suspension of in school 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 local Medical Officer of Health.

2. ALBERTA EDUCATION PRIORITIES

The Alberta Ministry of Education's school re-entry plan for the Early Childhood Services (ECS) to Grade 12 (ECS-12) education system for the 2020-2021 school year is part of the Alberta government's relaunch strategy that was announced on April 30, 2020. The [Alberta Education 2020-21 School Re-Entry Plan](#) - released on June 10, 2020 - and its updates will guide the preparations, decisions, and actions of Livingstone Range School Division. On

August 20, 2020 the Alberta Government's [Guidance For School Re-Entry - Scenario 1](#) was updated; this August 25, 2020 plan follows these updated guidelines.

The following principles form the basis for the plan established by the government in collaboration with education partners:

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

The Alberta school re-entry plan considered three scenarios that could exist when the 2020-2021 school year begins in September.

1. In-school classes resume (near-normal with health measures)
2. In-school classes partially resume (with additional health measures)
3. At-home learning continues (in-school classes are suspended/cancelled)

For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they should proceed:

1. Does the activity involve shared surfaces or objects frequently touched by hands?
2. Can an activity be modified to increase opportunities for physical distancing?
3. What is the frequency/possibility to clean high touch surfaces (electronic devices, instruments, equipment, toys)?

To the greatest extent that is reasonably possible, schools should develop procedures and plans that support physical distancing and separate cohorts.

To align with physical distancing, field trips and activities requiring group transportation should be postponed until further notice. Field trips that can be accessed by walking may take place.

Consideration should be given to best address traffic flow throughout the schools.

On July 21, 2020, the Alberta government shared its decision that schools in the province will return to school in Scenario 1. The Alberta government will make the decision to transition between scenarios, if needed, throughout the school year.

3. GUIDANCE

Livingstone Range School Division's School Re-Entry Plan is informed by the following:

- [Alberta Education 2020-2021 Re-Entry Plan](#) (updated August 27, 2020)

- [Government of Alberta Guidance for School Re-Entry - Scenario 1](#) (updated August 20, 2020)
- [Government of Alberta Guidance for School Re-Entry - Scenario 2](#) (updated August 20, 2020)
- [Government of Alberta COVID-19 in school \(K-12\) settings : a resource guide for schools before, during, and after a COVID-19 outbreak](#)
- [Government of Alberta COVID-19 information : Student illness - if a student has COVID-19 symptoms](#) (updated October 29, 2020)
- [Get the Facts: Back to Class for 2020-21](#)
- [K to 12 School re-entry \(Alberta\) Toolkit and Resources](#)
- [Government of Alberta Implementing School Re-Entry Guide](#)

4. DEFINITIONS

Cleaning means removing germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Close contact are anyone that was within two metres of a positive case of COVID-19 for more than 15 minutes, even if a mask was worn during that contact.

- A close contact is ALSO someone who has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or who provided direct care for a person who has COVID-19.
- For sports that involve close, sustained or intermittent and repeated contact, all members of the teams playing each other are considered close contacts when there is a case on a team.
- Anyone who falls into any of the above categories is considered a close contact of a confirmed case of COVID-19.

Cohort means an identified group of students and staff who remain together.

A cohort is also referred to as a bubble, circle, or safe squad, is a small group whose members - always the same people - do not always keep 2 metres apart. The size of the cohort will depend on the physical space of the classroom or learning setting. Teachers/staff should not be in a cohort with each other, unless it is required for operational purposes (i.e., a teacher and a teacher's assistant who work with the same classroom cohort). If one teacher/staff tests positive for COVID-19 and is in a cohort with other teachers/staff, every teacher/staff in that cohort will be required to quarantine, which may have a significant negative impact on the ability for the school to remain operational for in-person learning.

Dangerous condition means any health and safety hazards that are not normal for the job, or normal hazards that are not properly controlled.

Disinfecting means killing germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Hazard means a situation, condition or thing that may be dangerous to health and safety.

Isolate/Self-Isolation/Quarantine means staying physically apart from others in order to prevent the spread of COVID-19. According to the Government of Alberta, it includes staying home, avoiding close contact with people in your household, not taking public transportation, staying on your private property and not going outside in a neighborhood or park. See full details on the [Government of Alberta website](#).

5. RESPONSIBILITIES

Employers are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Re-Entry Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

Employees are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at the workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

6. RESOLVING CONCERNS ABOUT DANGEROUS WORK

An employee may refuse to work or to do particular work at a work site if the worker believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the worker's health and safety or to the health and safety of another worker or another person.

This is a last resort, as most concerns should be managed through regular discussions. If staff feel their concerns are not resolved through these discussions and they feel it is a dangerous condition; they can initiate a work refusal. The concerned employee, their supervisor and the Health and Safety Coordinator will do an investigation to resolve the issue. The concerned staff member may be assigned temporary alternative duties until it is resolved.

If after the investigation the matter is not resolved; the worker, the supervisor or an employer representative can contact [Alberta Occupational Health & Safety](#). Once that occurs, a Health and Safety officer will consult with workplace parties to determine a solution that is satisfactory to all parties involved.

Workers and employers with questions or concerns about workplace exposure to the COVID-19 virus can call Alberta Occupational Health & Safety at 1-866-415-8690 or visit the [COVID-19 Information for Albertans website](#).

For more information see the Alberta government's publication ["Do You Know How to Refuse Dangerous Work?"](#).

7. PROTECTING MENTAL HEALTH

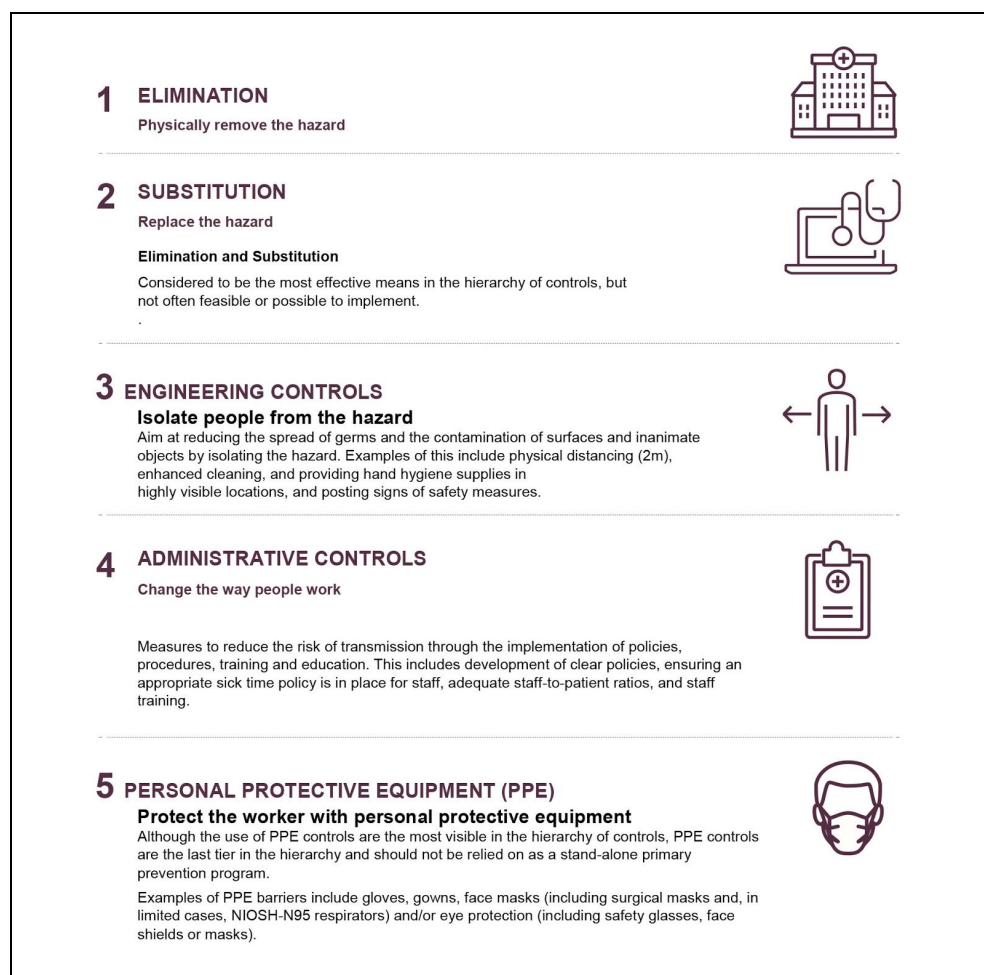
Staff and students may be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health during this time.

- [Alberta Health Services - Help in Tough Times](#)
- [Alberta Health Services - COVID-19 and Your Mental Health](#)
- Mental Health Help Line - 1-877-303-2642
- [MyHealth.Alberta.ca - important phone numbers](#)
- Alberta Community Resources - Call 211
- [LRSD's Resources for Parents During COVID-19 School Closure](#)

Livingstone Range School Division's Family School Liaison Counsellors are available to students virtually during class cancellations and will be available virtually and in person for the 2020-2021 school year. Staff have access to support through the Employee and Family Assistance Program (Homewood Health). Contact information is 1-800-663-1142 or www.homewoodhealth.com

8. INFECTION PREVENTION AND EXPOSURE CONTROL MEASURES

Infection prevention and exposure control measures help create a safe environment for students and staff. The Alberta government's Hierarchy of Control: Infection Prevention and Control Measures to Reduce Risk of Transmission image below describes measures that can be taken to reduce the transmission of COVID-19. By implementing a combination of measures at each level, LRSD is taking steps to substantially reduce risks for students and staff.



Source: <https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf>

8.1. Public Health Measures

Actions taken across society limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Alberta Chief Medical Officer of Health has implemented public health

measures, including gathering restrictions, requiring travelers to self-isolate or quarantine upon arrival in Alberta, effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick.

Visit the [Alberta Government website](#) for information about COVID-19 for Albertans.

Visit the [Alberta Health Services website](#) for current information about COVID-19.

8.2. Engineering Controls

Changes to your physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, reducing class sizes, restricting the number of people in each room, ensuring good ventilation and air exchange, using visual cues for maintaining physical distance, and installing physical barriers where appropriate.

8.3. Administrative Controls

Controls enabled through the implementation of policies, signage, procedures, and training. Examples of these include health and wellness policies, training on personal hygiene measures, increased cleaning and disinfecting especially high touch surfaces, maintaining physical distance/minimizing physical contact, washing hands frequently, coughing into your elbow, staying home if you have symptoms, not sharing items, staggered schedules, adding signage to promote these procedures, and using virtual learning opportunities.

8.4. Personal Protective Equipment (PPE)

The last and least effective of the infection prevention and exposure control measures and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure. PPE should be suited to the task and must be worn and disposed of properly. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be infected. Examples include items staff wear such as gloves and face masks.

9. UNDERSTANDING AND ASSESSING THE RISK OF COVID-19 TRANSMISSION

Livingstone Range School Division will continue to assess the risk in our schools and buildings in order to identify places where the risk of transmission may be introduced. This will be accomplished through a collaborative approach with the LRSD Joint Work Site Health and Safety Committee. LRSD encourages all workers who have safety concerns to raise those concerns to a joint work site health and safety committee member or for immediate assistance talk to your supervisor, or the LRSD Health & Safety Coordinator.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come in contact with during the day. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact the same surface, and when those contacts happen in short intervals of time. Effective cleaning, disinfecting, and hygiene practices help mitigate this risk.

If you have symptoms including fever, cough, shortness of breath, difficulty breathing, sore throat or runny nose, you **MUST** [self-isolate](#) for 10 days after the onset of [symptoms](#) and until your symptoms have resolved (whichever is longer).

Under no circumstance should you leave your property during self-isolation. Complete the [COVID-19 Self-Assessment](#) for more information. If your symptoms worsen or if you have concerns about your health or questions about COVID, call Health Link 811.

Find current COVID-19 information on the [Alberta Health Services website](#).

10. BACKGROUND

10.1 COVID-19 and Children

Little is known about the risk of COVID-19 for children. [Researchers at the Alberta Children's Hospital](#) are leading a group of pediatric emergency medicine clinicians and researchers in a study that will begin around the world immediately.

See [Alberta Health Services' COVID-19 FAQ's for Public](#) for more information.

10.2 COVID-19 and Adults

While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:

- Aged 65 and over,
- With compromised immune systems, or
- With underlying medical conditions.

Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home.

11. PUBLIC HEALTH MEASURES

Visit the [Alberta Health Services COVID-19 Information for Albertans website](#) for current information.

The Alberta Chief Medical Officer of Health has instituted public health measures to help prevent the transmission of COVID-19. During Stage 2 of Alberta' Relaunch Strategy, the following restrictions are in place:

Events & Gatherings in Stage 2

- 50 people maximum: indoor social gatherings, including wedding and funeral receptions, and birthday parties
- 100 people maximum: outdoor events and indoor seated/audience events, including wedding and funeral ceremonies
- No cap on the number of people (with public health measures in place):
 - worship gatherings
 - restaurant, cafes, lounges and bars
 - casinos and bingo halls
- More flexibility for cohort groups – small groups of people whose members do not always keep 2 metres apart:
 - Child care programs may operate in cohorts of up to 30 people, including staff and children
 - households can increase its close interactions with other households to a maximum of 15 people
 - performers can have a cohort of up to 50 people (cast members or performers)
 - sports teams can play in region-only cohorts of up to 50 players (mini leagues)
 - people could be part of a household cohort and sports/performing cohort

Quarantine & Self-Isolation

Albertans are legally required to:

- Isolate for 10 days if they have any core symptoms that are not related to a pre-existing illness or health condition
- Quarantine for 14 days if they are a close contact of someone with COVID-19 or if they travelled outside Canada

If you have symptoms, take the [online assessment](#) to arrange testing

Find full details of isolation and quarantine requirements at www.alberta.ca/isolation.

As of October 29, 2020 the [COVID-19 Alberta Health Daily Checklist \(For Children Under 18\)](#) states that:

- Students who have traveled outside Canada in the last 14 days or have had close contact with a case of COVID-19 in the last 14 days are required to quarantine for 14 days from the last day of exposure.
- Students with new onset or worsening of CORE symptoms must isolate for 10 days:
 - Fever
 - Cough
 - Shortness of breath
 - Loss of sense of smell or taste
- Students with new onset or worsening of one (1) OTHER symptom should stay home for 24 hours and may return to school after 24 hours if symptoms improving and they feel well. Students with new onset or worsening of two or more (2+) OTHER symptoms must stay home, testing is recommended, and they may return to school with a negative COVID-19 test or once symptoms go away as long as it has been at least 24 hours.
 - Chills
 - Sore throat/painful swallowing
 - Runny nose/congestion
 - Feeling unwell/fatigued
 - Nausea, vomiting, diarrhea
 - Unexplained loss of appetite
 - Muscle/joint aches
 - Headache
 - Conjunctivitis (pink eye)

As of October 29, 2020 the [COVID-19 Alberta Health Daily Checklist \(For Adults 18 Years and Older\)](#) states that:

- Staff who have traveled outside Canada in the last 14 days or have had close contact with a case of COVID-19 in the last 14 days are required to quarantine for 14 days from the last day of exposure.
- Staff with new onset or worsening CORE symptoms must isolate for 10 days or until they receive a negative COVID-19 test result and they are feeling better:
 - Fever
 - Cough
 - Shortness of breath/difficulty breathing
 - Runny nose

- Sore throat

- Staff with new onset or worsening OTHER symptoms must stay home and limit contact with others until symptoms are gone or until a COVID-19 test is negative.

11.1 If a Student or Staff Member is Ill

Within normal educational settings, students and staff will often have influenza or other respiratory viruses with symptoms similar to COVID-19. For this reason, **all students and staff who are ill with fever or infectious respiratory symptoms of any kind need to stay home** and be assessed by their health care provider and tested for COVID-19.

If a student shows symptoms at school, parents should pick up the child immediately. The student will be asked to wear a non-medical mask if able to do so safely, and be isolated in a separate room or kept at least 2 metres away from others. Parents should ensure the school has their most up-to-date contact information.

- The zone medical officer of health will work with school authorities to quickly:
 - identify cases
 - identify close contacts
 - create isolation measures when needed
- The zone medical officer of health will work with school authorities to provide follow-up recommendations.
- A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to stay home for 14 days.
- Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person.
- Each school authority will support students and staff to learn or work at home if they are required to self-isolate.

If a student becomes ill while at school or on the bus, they will be provided with a mask to wear for the duration of the bus ride. Upon arrival at the school, the child will be brought to the designated area where they will wait for parent pick up.

A student showing [COVID-19 symptoms](#) who has allergies or other pre-existing medical conditions that cause similar symptoms should get at least one negative COVID-19 test result before returning to school. These symptoms would be their baseline health status. The student can attend school as long as they stay the same.

If a staff member becomes ill while at school they are required to contact their school administrator who will provide assistance so that they can leave the building as soon as possible.

If you are at all unsure of your status, call Health Link 811 or use the [COVID-19 Self-Assessment](#).

If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school should inform the Division office and follow outbreak notification procedures as per routine zone protocols.

11.2 Reporting, Case Finding, Contact Tracing, and Outbreak Management

If there is an absence rate of 10% due to illness OR there are an unusual amount of individuals with similar symptoms, school administrators must report to the local public health unit or school nurse as per their usual outbreak notification process, regardless of the COVID-19 test results for each individual. The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert Alberta Health Services to potential outbreaks of other diseases.

Active testing of people with mild or no obvious symptoms or COVID-19 like symptoms (case finding) helps identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up. Should a COVID-19 positive person be identified by public health staff, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in a school or workplace.

11.3 Responding to COVID-19 Before, During, and After and Outbreak

The Government of Alberta's [COVID-19 In School \(K-12\) Settings Resource Guide](#) outlines six key statuses defined by the number of confirmed cases of COVID-19 in a school setting, and outlines actions, roles, and responsibilities for each status.

Status	Definition	School's Roles & Responsibilities	Alberta Health Services' Role
Standard Practice	No confirmed cases or symptomatic individuals	Follow standard guidelines from Alberta Education; use Alberta Health Daily Checklist	Zone Medical Officer of Health (MOH) provides guidance on disease risk.
Symptoms Only	No confirmed cases	Use COVID-19 In	Symptomatic

	but 1+ symptomatic individual	School (K-12) Settings Table 1; safely isolate symptomatic individuals; notification to AHS not required	individuals complete AHS Online COVID-19 Self-Assessment Tool
Alert Declared	1 confirmed case	Work with AHS/ZMOH; send Alert message to parents/guardians as instructed; continued learning	Contact school principal to confirm; advise when to communicate; monitor for ongoing cases
Outbreak Declared	2+ confirmed cases	Work with AHS/ZMOH; send Outbreak message to parents/guardians as instructed; continued learning	Contact school principal to confirm; advise when to communicate; monitor for ongoing cases; recommendations to control the outbreak
Public Reporting	5+ confirmed cases	Work with AHS/ZMOH; send Outbreak message to parents/guardians as instructed; continued or modified learning; work with AHS to manage outbreak; answer questions from parents	Contact school principal to confirm; advise when to communicate; monitor for ongoing cases; recommendations to control the outbreak; answer media/public questions
Outbreak Over	AHS will inform school administration when the outbreak is declared over, typically 28 days with no new cases	Follow recommendations from AHS; send messages to parents/guardians as instructed; evaluate	Work with school administration to declare outbreak over; close the outbreak investigation; update public

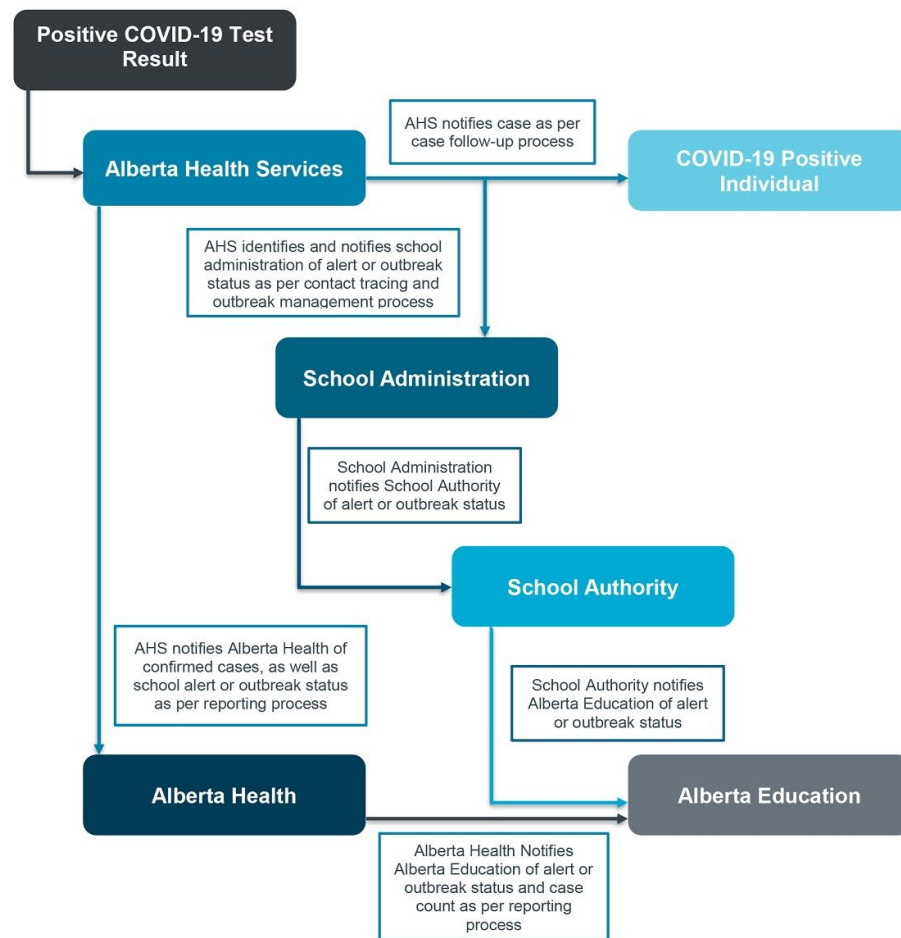
		effectiveness of school's response	website
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COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Appendix A: COVID-19 school outbreak notification process flow diagram



11.4 Management of Individuals Who are Tested for COVID-19

The Government of Alberta has provided the following chart to help schools, families, and individuals determine how to manage scenarios where individuals are tested for COVID-19.

Symptoms	COVID-19 Test Result	Management of Individual	Manage of Individual's Close Contacts
Symptomatic	Positive	Isolate for minimum 10 days or until symptoms resolve, whichever is longer	Quarantine for 14 days from last exposure
	Negative	Stay home until symptoms resolve EXCEPT: if identified as a close contact of a confirmed case, quarantine for 14 days since last exposure	n/a
Asymptomatic	Positive	Isolate for minimum of 10 days from the collection date of the swab	Quarantine for 14 days from last exposure
	Negative	No isolation required EXCEPT: if identified as a close contact of a confirmed case, quarantine for 14 days since last exposure	n/a

AHS will contact all confirmed cases and their close contacts to provide them clear direction. AHS will notify the school of a positive case.

12. CLEANING AND DISINFECTING MEASURES

12.1 Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Livingstone Range School Division and staff all have a joint shared responsibility to ensure our work areas are safe.

Schools should be cleaned and disinfected in accordance with Alberta Health Services' [COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities](#) document and the Government of Canada's [Cleaning and Disinfecting Public Spaces During COVID-19](#) document.

This includes, but not limited to:

- Regular general cleaning and disinfecting of the premises shall occur.
- Frequently-touched shared surfaces shall be cleaned and disinfected multiple times during the day (e.g. doorknobs, light switches, toilet and faucet handles, tables, desks, chairs, electronic devices, water fountain buttons, keyboards and photocopier pads, handrails, shared phones, and other shared items).
- Clean and disinfect any surface that is visibly dirty.
- LRSD will be using disinfectants proven to be effective on Coronavirus.
- Remove items that are not easily cleaned; if possible (e.g. fabric or soft items).
- Empty garbage containers daily.
- Removing or restricting shared items such as toys, pencils, crayons, and manipulatives. Where shared items are used they must be cleaned and disinfected prior to use by another individual.
- All students are encouraged to have their own supplies.
- Wear disposable gloves when cleaning blood or body fluids (e.g. runny nose, vomit, stool, urine).
- Wash hands before wearing and after removing gloves.
- Washrooms shall be cleaned and disinfected as necessary keeping in line with cleaning of high touch surface areas.
- If a staff member or student becomes ill at school, all items that were touched/used must be cleaned and disinfected as soon as they have left the site. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 10 days.

Staff who wish to enhance this level of cleaning/disinfecting are encouraged to use the designated disinfectant as trained.

12.2 Additional Requirements

Plan to reduce the risk of transmission:

- Buttons on water fountains will be disinfected often. Students are encouraged to bring their own water bottles.
- Provision of cleaning and disinfecting products for common devices and materials used for the delivery of education (e.g. photocopiers, supply rooms, etc.).
- Post signage on self isolating if symptoms, physical distancing, hand washing, and proper respiratory etiquette.
- No sharing of food between students or staff shall occur.
- Providing alcohol-based hand sanitizer with a minimum of 60% alcohol at locations where hand washing is not available.
- Until further notice, outside organizations will not be allowed to use sites after hours or weekends.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed. Increased frequency of cleaning of permanent carpets will occur.

12.3 Application Process for Disinfecting Products

The Custodial Department shall supply each classroom, photocopy room, lunchroom, staff room, and other rooms as required with a premixed bottle of an appropriate disinfectant. The associated Safety Data sheet as well as specific instructions on use will be provided to each site. LRSD asks that all staff take a personal responsibility to maintain a clean and disinfected site. Please take that extra minute to wipe down areas you have touched that others will be accessing such as: the photocopier, tables, chairs, keyboards, computer mice, and phones. We must work together and keep each other safe.

If you have any questions about the product, process, or need more product please see your custodian for assistance.

13. CLEANING PROCEDURES FOR COMPUTERS

Schools will determine how to distribute computers for student use. Some schools may limit the number of students using a particular computer while other schools may decide to dedicate a specific number of computers to designated classrooms. Likewise, schools will determine who will wipe down computers and when they are to be disinfected. The Division Tech Department will provide guidance.

To clean and sanitize Chromebooks, laptops, all-in-one desktop computers, and monitors, please follow these instructions.

- Do not use wipes containing sodium hypochlorite (bleach) or chlorine-based solutions.

- Do not use Ketone type materials (ex. Acetone), Ethyl alcohol, Toluene, Ethyl acid, or Methyl chloride.
- Use the designated disinfectant and each site.

13.1 Caring for Technology

A. Cleaning the exterior of your computer

Occasionally clean the exterior of your computer as follows:

1. Use only mild cleaning solutions (non-ammonia based and non-abrasive) and a damp lint-free, soft cloth to clean the painted surfaces of the computer.
2. Apply the approved disinfectant onto the cloth.
3. Absorb the sanitizer into soft cloth.
4. Squeeze out any excess liquid from the sponge or cloth.
5. Wipe the cover using a circular motion taking care not to let any excess liquid drip.
6. Wipe the surface to remove any left-over sanitizer.
7. Rinse the sponge or cloth with clean running water and squeeze out any excess liquid.
8. Wipe the cover with a soft cloth.
9. Wipe the surface again with a dry, lint-free, soft cloth.
10. Wait for the surface to dry completely and then remove any fibers left from the sponge or cloth.

B. Cleaning your computer keyboard

1. Absorb some of the designated disinfectant on a lint-free, soft cloth.
2. Squeeze out excess liquid from the lint-free, soft cloth.
3. Wipe the keytop surface with the lint-free, soft cloth, ensuring no liquid drips on or between the keys.
4. Allow to dry.

Notes:

- Never spray or pour any liquid cleaner directly on the LCD display or the keyboard.
- You can use compressed air from a compressed air can to remove any crumbs and dust from beneath the keys. Do NOT use an air compressor.

C. Cleaning your computer LCD display

1. Gently wipe the display with a dry, lint-free, soft cloth.
2. Wipe or dust the stain gently with a dry, soft cloth.
3. If a stain, smudge, or other blemish remains, moisten a lint-free, soft cloth with the designated disinfectant. Wring out as much of the liquid as you can from the lint-free, soft cloth.
4. Wipe the display again; do not let any liquid drip into the computer.
5. Allow the display to dry, then close the lid if the computer has one.

Notes:

- Anti-static LCD cleaning cloths, Kim Wipes, and some types of lens cleaning wipes are also acceptable alternatives for a lint-free, soft cloth.

14. ARRIVAL PROCEDURES

14.1 Physical distancing

Physical distancing of 2 meters must be maintained at arrival between all persons (except household members). Strategies such as staggering drop-off and pick-up times and locations, or other protocols to limit contact between staff / parents / guardians / children / students as much as possible. Parents must remain outside of the school to drop off their children.

14.2 Health Screening

Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the [applicable checklist for their age group](#):

- [Alberta Health Daily Checklist for Children under 18](#)
- [Alberta Health Daily Checklist](#)

Both documents are found [here](#).

The checklist is available in other languages [here](#).

Parents/caregivers are required to keep symptomatic children home. Children showing symptoms of COVID-19 must not be allowed in the childcare/school area. Schools must keep records of children's known pre-existing conditions (ie: allergies) so that if a child develops COVID-19-like symptoms there is a baseline for health conditions.

Alberta Education will provide each school with 2 non-contact thermometers. LRSD staff may take their own temperature if needed, and may only take the temperature of a student if instructed to do so by their parent/guardian.

14.3 Access Control

Visitors should be screened using, as applicable, the [Alberta Health Daily Checklist for Children under 18 and/or Alberta Health Daily Checklist](#) prior to entering school and are required to follow the school policies, wear masks, practice strict physical distancing and hand hygiene. Visitor movement within the school should be limited when possible and should be closely tracked for contact tracing purposes.

15. PHYSICAL DISTANCING MEASURES

15.1 Physical Distancing and Minimizing Physical Contact

Physical distancing (e.g. maintaining a distance of 2 metres) between two or more people will be challenging in schools, particularly with younger students. As such, it is reasonable to establish different expectations for specific students, different schools or classrooms considering the varying age levels and activities.

For example, younger students should be supported to have minimized physical contact with one another or staff, while older students and adults should seek to maintain a safe physical distance whenever possible.

The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained. A cohort is 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. Cohorts should be implemented as much as practical and reasonably possible. (See Government of Alberta's [Guidance for Cohorts document](#).)

The following physical distancing strategies should be implemented where possible within Livingstone Range School Division.

- Avoid close greetings (e.g. hugs, handshakes). Regularly remind students about keeping their “hands to yourself”.
- The number of people in a space should not exceed current guidelines or the ability to maintain physical distancing.
 - Spread people out into different areas. Consider different classroom and learning environment configurations to allow distance between students and adults (e.g. different desk and table formations)
 - If the recommended 2 metre distance is not possible, allow for the most distance as possible
- Schools must keep a record of student's known pre-existing health conditions.
- Field trips requiring group transportation should be postponed until further notice. Field trips accessed by walking may take place.
- Stagger pick-up and drop-off times (including bussing) if possible.
- Stagger recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Consider limiting bathroom occupancy at any one time.
- Take students outside more often.

- Organize learning activities outside including snack time, place-based learning and unstructured time.
 - Take activities that involve movement, including those for physical health and education, outside.
 - Encourage appropriate personal hygiene practices before, during, and after outdoor play including playground structures.
- Incorporate more individual activities or activities that encourage more space between students and staff.
- Utilize barriers or physical distance requirements for reception areas.
- For younger students, adapt group activities to minimize physical contact and reduce shared items.
- For adolescent students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways and bathrooms.
- Parents and caregivers and other non-staff adults entering the school should be minimized. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are in the school.
- Assemblies and other school-wide events should be held virtually to avoid large gatherings of people in one space.
- Help younger children learn about physical distancing by creating games. Older children can be provided age appropriate reading material and encouraged to self-regulate.
- Minimize or eliminate shared items such as manipulatives or regularly clean and sanitize items that are designed to be shared such electronics. Remove all non-essential items such as toys.
- Set up cohorts within the school to reduce the number of children in a group.
- Consider different classroom configurations to maintain distance between children (e.g. individual desks instead of table groups) or different locations in the school (e.g. gym or library, outside).
- Increase the space between children (i.e. use a hula hoop) and staff during activities such as snack/lunch, i.e., move or separate tables, move chairs farther apart.
- For K-3 create personal bins or zip lock bags that contain personal uses aid, manipulatives and other items.
- Remove portable carpets, cushions and plush animals, puppets, dolls etc.
- Discourage any food or drink sharing.
- Use educational videos/online programs /social stories as a part of learning
- Encourage independent learning and distancing from each other.
- Set up distinct areas for children who may have symptoms of illness until they can be picked up and ensure these areas are disinfected after use.
- No self-serve or family-style meal service will be provided. Instead, pre-packaged meals or meals served by designated staff shall be arranged. Food provided by the

family should be stored with the student's belongings. No shared items will be available such as salt and pepper shakers or ketchup.

15.2 Where Physical Distance Cannot be Maintained

Consider separating people with partitions or plexiglass type barriers. Where other measures are not sufficient (especially if the circumstance requires prolonged close contact for longer than 15 minutes), staff and students must wear a face mask to protect one another understanding that these have limitations.

16. COMMUNICATIONS PLANS AND TRAINING

- Ensure this Re-entry Plan is posted in the staff room and only keep the current copy, as things change there will be updates;
- The Re-entry plan will be available on the LRSD website and communicated to families.
- Discuss this Re-entry Plan at Staff Meetings;
- Ensure staff, students and their parents or guardians are aware they are to stay home if they have symptoms.
- Post signage in regards to physical distancing, proper hand washing and coughing practices. Signage will also be posted at the entrances indicating who is restricted from entering the premises (including anyone with symptoms, anyone who has travelled outside of Canada over the past 14 days, or who has been in contact with someone who has probable or confirmed case of Covid-19.)
- Ensure staff complete appropriate training from Public School Works.

17. SCHOOL PROTOCOLS

The following are suggestions that schools or buildings may wish to include in their site plans.

17.1. Photocopy or Supply Room

- Depending on the size of the room a max occupancy number may be beneficial to ensure adequate spacing (Sign identifying number should be posted).
- Proper hand washing or the use of hand sanitizer should be used before and after using the photocopier or other equipment in the room.
- Areas touched such as number pad, or paper trays should be disinfected after each use.

17.2. Office

- Depending on the size of the office a max occupancy number may be beneficial to ensure adequate spacing and limit the flow of traffic through the office.
- If the exterior doors are locked, post contact numbers on front of the door so the visitors may access reception.
- Install plexiglass, plastic barriers or arrange for physical distancing measures.
- Add lines and/or buttons on the floors to mark acceptable waiting distances.
- A record of all visitors to the school must be kept for anyone in the school longer than 15 min.

17.3. Supervision

- Supervision schedules will be organized by school.
- Where possible, school staff should be responsible for supervising the students in their cohort at recess and lunch times according to a staggered schedule.
- Adequate number of staff will be available to ensure staff are able to take their breaks as needed.

17.4. Arrival/Drop-Off

A. Staff

- Staff enter through the designated staff entrance;
- Hand sanitizer will be available to sanitize hands upon entry or staff will proceed to the closest washroom to wash their hands with soap and water for a minimum of 20 seconds before accessing other areas of the school.

B. Students

- Identify the need for staggered drop-off times, and multiple drop-off locations.
- Parents will be instructed to drop their child/children off between identified times. Parents should not be dropping off children earlier or later than this drop off window. Parents/guardians should only enter the school with prior approval.
- It is expected that when students arrive at school, they have completed their screening check with parents before attending school.
- If a student displays symptoms they would remain in an isolation area until the parent is able to pick them up.
- The school administrator will be on supervision and will have the duty to re-evaluate students as necessary and make the final call as to whether or not the student would be able to attend school if there are any concerns about symptoms.
- Lines could be drawn on sidewalks outside doors to encourage adequate spacing.
- Students are to store their personal items at their assigned desks. If a school can develop a plan whereby physical distancing is possible, lockers/cubbies/coat hooks can be available for student use.

Note: Students who are late shall report to the main doors for entry. Parents will be required to contact the school ahead of time to ensure staff member is there to meet them.

17.5 Dismissal/Pick-up

To avoid the congregation of families around the school at the end of the day each school is encouraged to consider arranging for staggered pick-up times. For example, those students walking home can leave a few minutes earlier than the bus students.

- Staff and students should wash their hands before leaving the school.
- Encourage social distancing as students wait for pick-up or while boarding the bus.
- Students walking should be directed to leave for home immediately.

17.6 Lunch and Recess

In preparation for lunch and recess, a schedule may be implemented. Below is a sample of a lunch and recess process/schedule:

A. Eating Time

- All students will wash hands before and after eating.
- Classes shall eat together in their cohort groups.
- Classes can eat at their own desks in their classrooms or if lunch rooms are used, tables and chairs shall be cleaned and disinfected after each use.
- There will be no sharing of food, cutlery or condiments.

B. Recess

- There may be multiple shifts of recess time. School administration will arrange for the supervision of students. Classes can have recess together in their cohort groups.
- Each cohort or class could be assigned a specific space to play according to the schedule.

17.7 Staff Room

- Limit the amount of staff in the staff room. (Post signage)
- Staff shall wash their hands on entry or use hand sanitizer.
- Remove excess chairs or tables to ensure adequate space.
- Items touched, such as microwave handles and buttons, kettle or coffee pot handles, cupboard and fridge handles, and faucet taps shall be disinfected by staff after each use.

17.8 Physical Education

- If possible, students will participate in PE activities outside as the risk of transmission is reduced. Gymnasiums can be used to deliver physical education programming.
- Follow the [Guidance for Sport, Physical Activity and Recreation, Stage 2](#) as relaunch progresses.
- Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.
- Avoid activities that encourage contact. Instead, switch to non-contact drills or activities where a 2 metre distance can be maintained between all participants.

17.9 Fitness Rooms

- Designate a responsible person to oversee activities to ensure public health guidelines are followed.
- Limit the amount of portable fans.
- To ensure physical distancing, facilities may consider reducing capacity.
- Any participant that is exhibiting any covid related symptoms cannot enter the facility.
- Reconfigure fitness equipment (e.g., weight machines) to promote physical distancing. Consider installing physical barriers between equipment wherever increased distancing is not possible.
- It is strongly recommended that both physical barriers and at least 3 metres of distance are in place between machines. Greater distances should be placed between equipment used for high intensity activities (e.g., treadmills, stationary bikes) to lessen the likelihood of transmission from higher exertion. Remove unnecessary communal items.
- Provide hand sanitizer (60% alcohol or higher) at entry and exit points.
- Increase frequency of sanitation of commonly touched surfaces and shared equipment (such as water fountain handles, doorknobs, handrails, light switches, countertops, tables, equipment handles and consoles).
- Follow the [Guidance for Sport, Physical Activity and Recreation, Stage 2](#) as relaunch progresses.

17.10 Athletics

- Due to the COVID-19 pandemic, extracurricular activities including athletics were put on hold at the beginning of the 2020-2021 school year to focus on a safe and smooth re-entry. Beginning October 19, 2020 schools began holding sports practices and, when ready, will begin inter-school competition within the school division. School Athletic Directors and school-based administrators collaboratively plan

modified seasons of play and mini-leagues based on the recommendations in the relaunch guidance documents from the government of Alberta.

- Please refer to the Alberta Government [Guidance for Sport, Physical Activity and Recreation](#).
- Participant health and safety is our highest priority.
- To be safe and successful in returning to sport, we must follow all public health guidelines, practice physical distancing, good hygiene, and continue acting responsibly.
- In Livingstone Range School Division, games will be among a cohort of schools:
 - Crowsnest Consolidated HS, Livingstone School, and Matthew Halton HS in one cohort
 - J.T. Foster School, Willow Creek Composite HS, Granum School, and F.P. Walshe in the other cohort
 - If a school has an active positive case, in school practices can continue but no inter-school games can occur until the school is clear of any active cases.
 - Principals of teams scheduled to play each other always have the ability to cancel/postpone games if they feel uncomfortable continuing with the scheduled game.
 - See the Livingstone Range School Division [Extracurricular Activities Guide](#) for the most current information about athletics.

17.11 Music, Dance and Drama

- Practice, rehearsals, and instruction of dance, music and drama programs may proceed as long as the [Guidance for Music, Dance and Theatre](#) is followed. Music, dance and drama performances are suspended at this time.
- School choirs must adhere to the guidelines found in [Guidance for Singing and Vocal Performance](#), including:
 - Having a leader/conductor
 - Adhering to gathering limits
 - Maintaining physical distance of 2 metres
 - Wearing masks
 - Proper ventilation in the indoor space
 - Limiting vocal activity to 30 minutes, followed by a 10-minute break to allow for air exchange in the room
 - Rehearsing in separate, smaller sub-groups wherever possible
- In a space where band students could be physically distanced on all sides (ie: gymnasium, outside), band classes may be considered. School bands and instrumental classes must adhere to the guidelines in the [Guidance for Live Instrumental Music](#), including:
 - Maintaining physical distance of 2 metres

- Musicians should limit the number of performance groups in which they participate
 - Avoid sharing instruments
 - Use hand sanitizer before and after playing
 - Wearing masks when not playing wind instruments
 - Covering the bell of wind instruments with a fabric cover
 - Limiting vocal activity to 30 minutes, followed by a 10-minute break to allow for air exchange in the room
- Other in-person singing, cheering or shouting should be postponed at this time. Consider alternatives such as:
 - Recording or live-streaming individual performers in separate locations;
 - Including more lessons focused on music appreciation or music theory;
 - Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments). Ensure these items are disinfected after each use.
- If class is conducted in the Music Room ensure all students have access to chairs that can be easily disinfected; if seating will be shared. Sanitize chairs and items that may have been touched after each use.
- Ensure physical distancing is implemented. Class sizes may need to be reduced.

17.12 Extra-Curricular

- Livingstone Range School Division delayed the start of extra-curricular activities such as the arts, clubs, etc. to focus on a safe and smooth re-entry. Beginning October 19, 2020 schools will be able to start holding extra-curricular activities. School-based administrators and teachers will collaboratively plan modified activities based on the recommendations in the Government of Alberta [relaunch guidance documents](#) for the specific activity.

17.13 Hallways

- There should be minimal student travel in the hallways.
- Lines could be placed down the center of the hallway for separate traffic flow. Keep with the “Keep right” rule when walking down the hallway.
- In some schools, hallways could be designated to have staff and students walking in one direction only.

17.14 Washrooms

- Reduce occupancy to ensure physical distancing if needed. (max occupancy signs should be posted).
- Sanitizing faucets, stall doors, toilet handles, paper towel dispensers, etc shall occur often.

- Garbage will be emptied regularly.
- Adequate supply of soap and paper towels will be provided.
- Proper handwashing signs will be posted.

17.15 Foods Classes/Cafeterias

- No activities that involve the sharing of food between students or staff should occur.
- Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.
- Students must not share utensils, dishes and water bottles or drink containers.

For classroom meals and snacks:

- No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff.
- Food provided by the family should be stored with the student's belongings.
- Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors.
- Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
- Students/children should practice physical distancing while eating.
- There should be no common food items (e.g., salt and pepper shakers, ketchup).
- Utensils should be used to serve food items (not fingers).
- If a school is using a common lunchroom and staggering lunch times, ensure that cleaned and disinfected after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.

Food Service Programs (Cafeteria)

- For schools with full cafeterias or programs that handle and prepare foods, they must follow the [Guidance For Restaurants, Cafes, Pubs, and Bars](#).
- There is no restriction on students working in food establishments within schools. Workplace control measures must be in place.
- Food service establishments should follow the Alberta Health restaurant guidance posted [here](#).
- School Cafeterias should use alternate processes to reduce the numbers of people dining together at one time.
- Remove/rearrange dining tables to maintain physical distancing.
- Place tape or other markings on floors to maintain a physical distancing of 2 metres.
- Stagger meal service times to reduce the numbers of people present at any one time.
- Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.

- Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.
- Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items.
- If vending machines remain operational, hand sanitizer must be available.

17.16 Library/Learning Commons

- Where possible, students should sign out books online.
- Staff handling returned materials should always follow hand hygiene practices
- Students should use hand sanitizer as they enter and exit the Learning Commons.
- In order to maintain physical distancing, consider limiting the number of attendees allowed in the library at any given time.
- Follow the [COVID-19 Guidance for Libraries](#) as relaunch progresses.
- Students should not share library books from the teacher's library unless books are not signed out for 24 hours in between use.

17.17 Student Behavior

- 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 follow the rules we have put in place to ensure everyone's safety will not be allowed to participate in in-school instruction.
- Teachers should contact their school administration when there is repeated unacceptable student behavior.

17.18 Water Fountains

- Water Fountains can remain open.
- Water fountain knobs and push buttons are considered high touch surfaces, and must be regularly cleaned and disinfected.
- Consideration should be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain.
- In many classrooms, students can fill their water bottle at their sink.

17.19 Student Transportation on Buses

- Students should not enter the bus if they have symptoms of COVID-19.
- The driver should be provided with a protective zone, which may include:
 - 2 metre physical distance;
 - Physical barrier;
 - Non-medical mask or face shield with special consideration to ensure their visibility is not compromised.
- Students should be assigned seats and a record of this seating plan should be kept in order to assist with contact tracing in the case of a student being a case of

COVID-19. Students who live in the same household should be seated together. The assignments should be arranged to provide the most physical distancing possible (ex. alternating rows, if only 1 student on a seat they are instructed to sit by the window)

- Students in Grades 4-12 must wear masks while on the bus; masks on the bus are optional for Kindergarten-Grade 3 students.
- Schools should develop procedures for student loading, unloading and transfers that support physical distancing of 2 metres between all persons (except household members), when possible and may include:
 - Children/students start loading from the back seats to the front of the bus.
 - Where feasible, limit the number of students per bench unless from the same household.
 - Students start unloading from the front seats to the back of the bus.
- If a child becomes symptomatic during the bus trip, a mask may be made available. The driver will contact the school or parent (once the bus has stopped) to make the appropriate arrangements to pick up the child/student.
- Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, seats and backs, window areas, and rails after each use.
 - Buses used for transporting students should be cleaned and disinfected in accordance with Alberta Health Services' [COVID-19 Public Health Recommendations for Environmental Cleaning of Public Facilities](#) document and the Government of Canada's [Cleaning and Disinfecting Public Spaces During COVID-19](#) document.
- Garbage shall be removed each day.
- Vehicle cleaning logs will be kept.
- If bus transportation is not available or if parents that are concerned with school bus transportation, they are encouraged to transport their child/children in their private vehicle.

17.20 Playgrounds

- Playgrounds can remain open as long as the Alberta [Guidance for Playgrounds](#) is followed.
- Hand hygiene should be practiced before and after use of equipment.

17.21 Paper Handling

Although currently under review by Alberta Health Services, all staff must continue to follow the established LRSD paper handling process:

- Use digital photos/scans/or other electronic resources in place of paper copies wherever possible.
- Wash/sanitize hands both prior to and after handling papers that will be shared with others. Do not share paper resources if you are symptomatic.

- Use gloves when receiving paper from external sources or leave the package untouched for 24 hours.
- Avoid touching your face; in particular, your eyes, nose and mouth. If you touch your face in these areas while working with paper, wash/sanitize your hands and/or change your gloves.
- Clean and disinfect surfaces where materials are being handled (i.e. marking homework) after completion of task.
- The above steps are put in place out of an abundance of caution. There is a lack of definitive information on the survivability of the COVID-19 virus on surfaces. There is also a lack of evidence on the likelihood of the virus being transmitted through the handling of paper.

17.22 Classrooms

- Classrooms, desktops and countertops must be decluttered for all non-essential items to allow for custodial cleaning. This will also provide a 'minimalist' type environment to accommodate space required for social distancing, limit frequently touched items and prevent sharing of spaces and items.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed.
- Employees and students must not be sharing personal items (electronic devices, writing instruments, school supplies, food, utensils, etc.)
- Where possible, natural ventilation should be maximized by opening the doors and window to periodically change the air.
- Place the waste receptacle in an area where it will not inhibit physical distancing.
- A tissue box should be placed in an area where it will not inhibit physical distancing.
- Each classroom must determine the nearest handwashing or hand sanitizing station.
- If assistance is needed with moving heavy objects, please notify the administration.
- As much as possible, separate workspaces and desks from each other. If 2 meters cannot be achieved between desks/tables students should be arranged so they are not facing each other.
- Access to science classrooms is permitted, following established physical distancing requirements for instruction. If physical distancing is not possible, (science experiments or dissection) a virtual option should be provided.
- All students should have their own supplies.
- Staff should consider assigned classroom seating to assist in contact tracing.
- Under Scenario 2, it is recommended that a maximum of 15 people are in one classroom to allow for more consistent physical distancing.
- Under Scenario 2, students may attend school less regularly as school authorities will need to adjust their class schedule and configuration to meet the physical distancing requirements.

17.23 Early Learning Programming

Early learning environments are designed to offer rich play-based opportunities that encourage social interactions. The following guidelines are in place to limit the spread of COVID-19:

1. Learning Materials

- a. Children should have access to their own individual supplies as much as possible (individual crayons, scissors, glue, pencils, etc.)
- b. Materials could be stored at a desk or on a shelf labelled with each child's name/picture

2. Seating/Classroom Design

- a. Consider ways to arrange classroom materials to avoid clustering and congestion.
- b. Children can sit in small assigned groups, or circular or communal tables within their assigned cohort. Barriers may be used but are not required
- c. Staff and students are required to perform frequent hand hygiene and respiratory etiquette

3. Play Centres/Hands-On Learning Activities

- a. Shared spaces, structures and toys that cannot be cleaned and disinfected between cohorts should not be used. Children within the same cohort can still have shared toys and structures.
- b. It is recommended that the number of children at a centre at a time be reduced to 2-3 to help minimize opportunities for large congregations.
- c. Staff and students are required to perform hand hygiene before and after centre use.
- d. Large water tables, sand tables and sensory tables are not to be used for shared learning opportunities. Alternatively, individual sensory bins could be created. 2-3 children could still be at a sensory station together but with their own bins to increase conversation and social learning opportunities.
- e. Loose parts that cannot be sanitized (pinecones, tree cookies, feathers, pom poms) are not recommended for shared use.
- f. Staff and students are required to perform hand hygiene before and after interacting with books, puzzles, and toys. Books and puzzles that cannot be readily cleaned and disinfected should not be used unless the items can be assigned to a set cohort.
- g. Have a bin that is clearly labelled where toys can go if they have been mouthed, sneezed on, etc. They will need to be sanitized before others can use them again.
- h. Soft toys that would require laundering should be utilized and removed from the space (plush toys, blankets).

- i. For teachers that have two kindergarten cohorts, some possibilities for centres are as follows:
 - i. Have select centers available for 1 class (Class A) and alternative centres for the other (Class B). These could then be sanitized and switched for the other group to use (ex. after a week or two).
 - ii. Larger centres could be available to both Class A and Class B, however, the materials used at them could have clearly identified bins (cohort specific materials). For example, the house centre may have a bin for Class A with plates and food for that cohort to use, and then there could be a bin for Class B of similar materials for them to access. High touch surfaces would still need to be wiped down at the end of the day and between cohort use.
4. Outdoor Play and Discovery
 - a. It is encouraged that children have the opportunity to be outdoors and explore everyday.
 - b. Nature walks are a great learning opportunity. Children can collect items on their nature walk to be used in their own personal projects/sensory activities
5. Singing
 - a. Encourage the use of poems and chants as an alternative to singing
 - b. Allow children opportunities to dance along with music
 - c. Singing continues to be listed as a high-risk activity, and should not be done indoors unless all staff and students (including K-3) are wearing a mask
6. Dress-Up
 - a. Children can engage in dressup activities with the following parameters in place:
 - i. Outfits need to be assigned to 1 student at a time
 - ii. If possible, launder outfits between uses. If that is not possible, store clothing for 24 hours before it is re-used by a different child.

See the Government of Alberta's [Guidance for Preschools](#) (August 31, 2020) and [Implementing School Re-Entry Guidelines](#) (October 8, 2020) document for additional information.

18. PERSONAL MEASURES

18.1 Hand Washing Technique

Thoroughly washing your hands with soap and water is the best protection against illness. Follow this instruction for handwashing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.

3. Rub hands together for at least 20 seconds (sing the ABC's). Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. If hands are visibly soiled, alcohol-based hand rub may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
5. Rinse off all soap with running water.
6. Dry hands with a clean, disposable towel.
7. Turn off taps, using the paper towel.
8. Discard the used towel in the waste container.

18.2 Hand Washing for Staff and Students

Staff and students should wash their hands:

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands
- Whenever hands are visibly dirty or greasy
- Staff should assist younger students with hand hygiene as needed.

18.3 Hand Sanitizer

The custodial department will supply each classroom with a bottle of hand sanitizer (minimum of 60% alcohol). There will also be hand sanitizer available at entrances/exits. Please see the custodian if you require a refill. Other bottles of hand sanitizer will be located around the facility at the discretion of the principal.

How to use hand sanitizer:

1. Ensure hands are visibly clean (if soiled, follow hand washing steps)
2. Apply about a loonie-sized amount to your hands.
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

If parents have questions about their child using alcohol-based hand sanitizer they should contact their school administration to discuss potential alternatives, such as washing with soap and water.

18.4 Coughing and Sneezing Etiquette

- Cough and sneeze into the crease of the elbow or tissue and dispose of tissue into the waste bin.

- Wash hands immediately.

19. NON-MEDICAL FACE MASKS

19.1 General Information

Non-medical face masks can play a role in reducing the transmission of COVID-19 in the community when worn properly and hygiene practices are followed, particularly when consistent physical distancing is not possible.

- Masks should have multiple layers of a combination of fabrics (4 is optimal), fit securely against your face, allow for clear breathing and have the ability to be laundered.
- All masks should have two distinct sides, one side that touches the face and one that faces outwards.
- Masks should be stored in a way that protects them from getting dirty or damaged.
- A face shield is not a substitute for a face mask from a safety perspective.
- Alternatives to non-medical face masks (e.g., neck gaiters, buffs or bandanas) offer lesser protection than other non-medical face masks, and as such are not recommended in these settings.
- Neck gaiters may pose the risk of improper storage and contamination by pulling on and off over the head.

Two reusable masks per student/staff will be provided by the Government of Alberta. Additional single-use masks will be available at schools if required.

Practices such as physical distancing, cohorting, hand washing, staying home when sick and increased cleaning of surfaces are public health measures that complement mask use.

Guidelines for the use of non-medical masks can be accessed [here](#).

19.2 Mask Use by Grade

Mask use will be mandatory for Grades 4-12 students and all school staff. Students will be required to wear them in all shared and common areas such as hallways and on buses. Exemptions will be made for students and staff who are unable to wear a mask due to medical or other needs.

Mask use for Kindergarten to Grade 3 students will continue to be optional. Mask use for younger children is a challenge due to difficulties with proper fit and compliance. In

addition, evidence shows that children under 10 may be less likely than older children or adults to transmit COVID-19.

Non-medical masks are not required while students are seated in the classroom during instruction if following the physical distancing guidance above. If close contact between students, or students and teachers/staff is occurring as a result of classroom activities, non-medical masks should be used for the duration of this activity.

19.3 Special Scenarios

School administrators should develop a plan to ensure that students who are hearing impaired or may rely on facial cues are able to communicate with others in areas where non-medical face masks are being worn, or have their educational needs met when teachers are wearing non-medical face masks in the classroom. This may include the use of transparent masks. As with other non-medical face masks, it is important that transparent masks cover the nose and mouth, as well as fit securely against the face.

Managing students with complex needs, pre-existing medical conditions or those experiencing a health emergency may require staff to be in close physical proximity with the student; therefore masks may be required. Staff should discuss specific mask use questions with their Principal or the LRSD Health and Safety Coordinator.

19.4 Exemptions

The Government of Alberta lists cases where exemptions for mask requirements may be made. See [Guidance for School Re-Entry - Scenario 1 \(August 20, 2020\)](#).

EXEMPTIONS to mask requirement for all teachers and staff in all school settings and students in grades 4-12 include:

- Persons who are unable to place, use or remove a non-medical face mask without assistance;
- Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
- Persons consuming food or drink in designated areas;
- Persons engaged in physical exercise;
- Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance;
- Persons engaging in services that require the temporary removal of the non-medical face mask, and
- Persons separated from every other person by a physical barrier.

20. SUPPORTING GROWTH IN STUDENT LEARNING

Three Scenarios for Teaching & Learning

Scenario 1: In-school classes resume near normal with health measures

School authorities can, as deemed appropriate at the local level, reduce time spent teaching non-core subjects to allow for additional instruction time on the four core subjects (English, Math, Social, and Science). Within LRSD, schools may create daily/weekly timetables that provide more time for core instruction than the Alberta Education [Guide to Education](#) (p. 45-47) would regularly require.

Where possible, schools are encouraged to create blended programs which enable staff and students to stay actively connected with their peer cohort. Full-time regular classroom teachers will be responsible for supporting their students through short-term absences and when they have been required to isolate symptom-free. Staff will leverage technology, digital platforms, and the strategies listed below to accomplish the continuity of learning.

Scenario 2: In-school classes *partially* resume with additional health measures

Classes of students may be divided or reconfigured into two or more groups who attend in-school classes on an alternating schedule - in which not all students are in classes at school at the same time.

In navigating staggered classes, it may be that one group of students attends Mon/Wed and the other attends Tues/Wed.

In-Class	At-Home
Teacher-directed targeted instruction and assessment	Student independent practice, projects and exploration of concepts taught in class

If we return to school in Scenario 2, it is reasonable to expect some parents may still choose to keep their children out of school. In planning for this scenario, it's suggested that schools identify staff that will be responsible to teach students learning at home.

Where this is not possible, the school will work collaboratively with Division office to ensure coverage.

While not all students will/can access digital tools at home, teacher planning may include student packages which can be printed for distribution to home and/or in the classroom.

Scenario 3: At-home learning continues; in-school classes are cancelled

While students are learning at home, teachers will identify the essential concepts which students need to learn in each core subject in order to be ready for the grade or course ahead. The expectations shared by Alberta Education for the fall are as follows:

Kindergarten - Grade 3

- focus on language and mathematics curriculum outcomes that strengthen the development of literacy and numeracy
- incorporate health curriculum outcomes (with a focus on mental health)
- average of **five hours** of work per student per week

Grades 4-6

- focus on language and mathematics curriculum outcomes that strengthen the development of literacy and numeracy
- incorporate science, social studies and health (with a focus on mental health) curriculum outcomes
- average of **six to eight hours** of work per student per week

Grade 7-9

- focus on core mathematics, language/literacy, science, social studies and wellness (with a focus on physical and mental health) curriculum outcomes
- average of **12 to 16 hours** of work per student per week

Grades 10-12

- focus on specified and core course requirements for high school graduation, including language (English, Français and French language arts), social studies, mathematics, and science (biology, chemistry, physics and science)
- average of **six hours** of work per 5-credit semestered course per week; average of **3 hours** of work per 3-credit semestered course per week
- Should scenario 2 or 3 be in place, the school principal will be able to award up to **15 unassigned credits** to students in Grade 12.

As resources permit, Chromebooks will be provided to students without a device at home.

- Chromebooks will be signed out through a division reserve using Destiny
- Software.
- All parents must sign the waiver before receiving a chromebook.

- Until further notice, families can access one (1) chromebook per family. As
- resources allow, additional chromebooks may be available at a later date.
- Internet is required

Planning for Instruction & Assessment

Teachers are asked to be flexible in the pedagogical choices made when aiming to meet students' needs. Given the range of student engagement and adaptability to learning at home, it is understood that not all students will have progressed as they would have if classes had continued. Differentiation of instruction will be needed to accommodate for these gaps in learning. Establishing relationships and routines with students will be a high priority upon the return to school in new classes with new teachers.

Long and Short Range Planning

Teachers will continue to determine the skills and outcomes that are most essential and prepare to design student programming to assist students in achieving those expectations. Teachers are encouraged to collaborate with others both within and outside of the school in planning and delivery of content. Collaboration between same-grade level and same-subject colleagues can maximize teachers' efforts and create the possibility that co-workers could support one another. Aligning the sequence of units/topics in long range plans across cohorts of teachers is recommended, also to maximize opportunities for ongoing collaboration or coverage should teacher absenteeism become a factor. (See Government of Alberta's [Guidance for Cohorts](#) document.)

The Curriculum Support team has examples of scope and sequence that may support this process. Keep in mind how the plan may be adapted for remote delivery or shared with students who experience interruptions in attendance.

Assessment

Teacher professional judgement is critical during this time. The key question: "How much evidence - and what kind of evidence - do you need to tell you that students can understand or can demonstrate the intended outcome?"

No matter what the scenario, LRSD's [Administrative Procedure](#) 360 highlights a fundamental principle also reinforced in the Teacher Quality Standard:

A variety of assessment and evaluation practices are needed to determine student achievement (e.g. performance assessments, extended written responses,

demonstrations, projects, portfolios, observations, selected responses, personal conversations)

Use of oral exams/interviews or performance tasks/demonstrations are valid and should be part of an effective assessment plan. Allow for differentiation, accommodations, and multiple responses in assessment.

Use rubrics as a tool for student self-reflection so they can identify for themselves where the work is strong and where they might improve it. Staff are encouraged to leverage divisional software such as SeeSaw and GoFormative to assess students learning from home.

In both Scenario 1 & 2 diploma exams will occur. In Scenario 3, diploma exams may be cancelled.

In both Scenario 1 & 2 provincial achievement tests (PATs) for Grades 6 & 9 English and Mathematics will **not** be administered in LRSD.

Hapara, Google Classroom and Other Supports

LRSD has a collection of teacher-developed content through the Hapara and the Enhanced Learning Model as well as the **Google Shared Resources**. Thank you to all who have contributed and please continue to share.

The [My Learning Livingstone Range](#) website also hosts many planning, instructional, and assessment tools.

GSuite, including **Google Classroom**, has many tools to promote course delivery and interactive teaching/learning.

The [Curriculum Support Team](#) will continue to be available to support individual teachers, small groups or staff, including assessment, teaching for conceptual understanding, and Hapara.

Teacher Professional Learning

Southern Alberta Professional Development Consortium (SAPDC), our partner in professional development, will be running a series of sessions through the fall and winter with a focus on re-entry. LRSD Professional Development (PD) Council will continue to provide awareness regarding available professional development opportunities.

Strategies to Consider in a Blended or At-Home Setting

- Ensure that the student and parent have access to contact you (divisional email) and set expectation when you will return the message (minimum service standard: within 24 hours)
- Provide material that support students in self navigation (Div, 2, 3, 4) of the platform you choose (orientation video/how to PDF)
- List required technology needed to access content (speakers, chromebook ect...)
- Provide student choice and multiple learning paths where possible
- List the outcome that the student is working on in student/parent friendly language
- Set and communicate appropriate timelines to return student feedback
- Remember accessibility for all students when designing programming and where possible present content in multiple ways (video, podcasts, simulations, slides, gamification)
- Look for opportunities to include project based activities and games - at all levels keeping in mind the availability of resources for the families
- Embed opportunities for digital citizenship content
- Recording lessons or instruction of concepts for students to view at a later time
- Early intervention for students less engaged
- Strategies for Virtual Conferencing
 - LRSD supports Google Meet as conferencing software. If you choose an alternative platform please check with your Administrator
 - Test your camera, microphone, and document camera in advance of the conference.
 - Start your meeting with everyone muted and camera's off, ask them to sign into the chat box by answering an opening question
 - If you do need to share your screen clear your desktop of any extra tabs you may have open and make sure any sensitive information is hidden
 - pay close attention to the activity within the conference, be aware of the space you are conferencing from.
 - Group size: try and avoid excessively large conference groups but also ensure you are never alone in a conference with a student.
 - Set classroom rules and expectations up front, and remind students of those each time you come together on the online platform

21. STUDENTS REQUIRING SPECIALIZED SUPPORTS AND SERVICES

LRSD schools plan to enable full participation and inclusion of students with disabilities.

The Standards for Special Education define an inclusive education as one where a student with disabilities or who require specialized supports and services is included in regular classrooms and neighbourhood schools as the first placement option. As multiple scenarios are developed for the upcoming school year during the global pandemic, there must be consideration and planning at each and every level for the inclusion of students with disabilities and the impact and potentially unique supports that will be required to ensure their success and full participation in all aspects of school life.

Some students with disabilities may require staff to work in very close proximity for extended periods of time. In these cases, discussions with parents must occur. While the risk of transmission can be minimized by PPE and other control measures, it may not be possible to completely eliminate it and as a result, some parents may prefer to keep their child at home. The school will continue to support the child to the greatest extent possible.

Staff working with learners with diverse needs must be prepared to clean/disinfect high touch surfaces throughout the day as needed or as directed by their school administrator. LRSD will provide staff with access to a designated disinfectant and appropriate training.

22. INTERNATIONAL STUDENT PROGRAM

Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs in Alberta can resume if quarantine requirements and public health orders are followed.

Livingstone Range School Division will monitor the situation and resume our International Student Program according to Government of Alberta guidelines.

23. WORK EXPERIENCE, GREEN CERTIFICATE, & OFF-CAMPUS

These programs may resume as long as the risk of infection is mitigated for all participants.






24. GRADUATION CEREMONIES



Graduation ceremonies may occur, while following the guidelines for gathering, risk mitigation, and safety measures provided by the Government of Alberta. See "[COVID-19 Guidance for Graduation Ceremonies](#)."


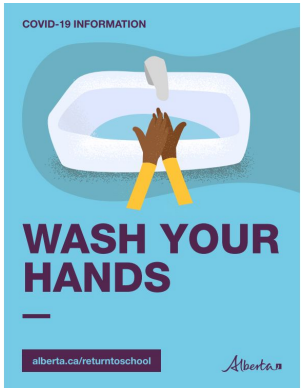

APPENDIX A: AHS SIGNAGE, DOCUMENTS, & RESOURCES


Alberta Health Services downloadable posters and fact sheets are available through the following links:

 <p>HOW TO WEAR A NON-MEDICAL MASK</p> <p>Non-medical masks, including homemade cloth masks, can help prevent the spread of COVID-19. They are most effective when used in public places where it's difficult to keep two metres from other people for extended periods of time – such as public transit, grocery stores, pharmacies, food stores, workplaces, and some retail shops.</p> <p>STAY INFORMED alberta.ca/covid19</p>	<p>How to wear a non-medical mask</p>
 <p>COVID-19 INFORMATION HELP RELAUNCH, SAFELY</p> <p>Prevention starts with awareness. Be informed on how you can protect yourself and others from COVID-19:</p> <ul style="list-style-type: none"> Isolate if you're feeling sick When out, maintain physical distancing of 2 metres Wash your hands frequently for at least 20 seconds with warm water and soap Cover coughs and sneezes and stay home if you are sick Avoid touching your face Wear a mask in public places where keeping a distance of 2 metres is difficult <p>STAY INFORMED alberta.ca/covid19</p>	<p>Help relaunch, safely: Prevention starts with awareness</p>
 <p>COVID-19 INFORMATION PLEASE DO NOT ENTER IF YOU:</p> <ul style="list-style-type: none"> Have a fever, cough, sore throat, runny nose, or shortness of breath Are a close contact of a person who tested positive for COVID-19 <p>All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.</p> <p>Thank you for your cooperation.</p> <p>STAY INFORMED alberta.ca/covid19</p>	<p>Do not enter</p>

<p>COVID-19 INFORMATION</p> <h2>PRACTICE PHYSICAL DISTANCING</h2> <p>Keep at least 2 metres (about the length of a hockey stick) between you and others. If you are too close to someone who coughs or sneezes, you risk breathing in tiny droplets that could contain the COVID-19 virus.</p> <p>Help support a healthy relaunch by following public health measures, practicing physical distancing and good hygiene, and continuing to act responsibly.</p> <p>STAY INFORMED alberta.ca/covid19 </p>	<p>Practice physical distancing</p>
<p>COVID-19 INFORMATION</p> <h3>Frequently Asked Questions on COVID-19 (Coronavirus) for people with disabilities</h3> <p>What is coronavirus? Coronavirus is an illness people all over the world are getting. It is also called COVID-19. It has a special name because this kind of virus is new. People have never had this virus before.</p> <p>How does coronavirus spread? Coronavirus spreads the same way as other viruses that cause colds and flu. People who are sick can give the virus to other people by doing things like sneezing and coughing.</p> <p>When people cough or sneeze, tiny droplets of liquid go into the air. If a person has coronavirus, the virus can be inside those droplets and make other people sick if it ends up in their nose, mouth or eyes.</p> <p>How do you get it? One way you can get sick is by breathing in the tiny droplets that have the virus in them. This can happen while talking with or being close to someone who is sick. The virus gets into your body through your eyes, nose and mouth.</p> <p></p> <p><small>alberta.ca/covid19 ©2020 Government of Alberta. All rights reserved.</small> </p>	<p>FAQs for people with disabilities</p>
<p>COVID-19 INFORMATION</p> <h2>COVER YOUR COUGH</h2> <p>Cough and sneeze into your elbow</p> <p>Wash your hands after</p> <p></p> <p>alberta.ca/returntoschool </p>	<p>Cover Your Cough</p>

 <p>COVID-19 INFORMATION</p> <h2>DO NOT ENTER IF SICK</h2> <p>Students and family members should not enter school if they have any of these symptoms:</p> <ul style="list-style-type: none"> • Fever • Feeling unwell/tired • Cough • Nausea/vomiting/diarrhea • Runny nose/throat congestion • Unexplained loss of appetite • Sore throat • Painful swallowing • Shortness of breath • Chills • Loss of sense of taste or smell • Muscle/joint aches • Headache • Pink eye <p>Stay home if you had close contact with someone who is ill or suspected of having COVID-19.</p> <p>alberta.ca/returntoschool <i>Alberta</i></p>	<p><u>Do Not Enter If Sick</u></p>
 <p>COVID-19 INFORMATION</p> <h2>KEEP A HEALTHY DISTANCE FROM EACH OTHER</h2> <ul style="list-style-type: none"> • In hallways • In classrooms • In the playground • In the lunch area <p>alberta.ca/returntoschool <i>Alberta</i></p>	<p><u>Keep A Healthy Distance From Each Other</u></p>
 <p>COVID-19 INFORMATION</p> <h2>DO NOT SHARE THINGS</h2> <p>Do not share personal items, including food, and store your belongings separately.</p> <p>alberta.ca/returntoschool <i>Alberta</i></p>	<p><u>Do Not Share Things</u></p>

	<p><u>Stay Safe</u></p>
	<p><u>Wash Your Hands</u></p>
	<p><u>Wash and Sanitize Your Hands</u></p>

	My Mask Your Mask
	COVID-19 School Re-Opening Resources Sheet
	COVID-19 Returning to School Safely videos

