

L.T. Westlake Fine Arts Elementary School Re-entry Plan



This re-entry plan follows practices/health parameters explained in Horizon School Division's re-entry plan. This plan is subject to change. It is developed using the most recent available information related to the COVID-19 pandemic.



Communication-Let's Work Together!

We ask that students, staff, parents and Westlake community members work with us with implementing this plan. We are stronger when we work together. We will be using the following methods to ensure parents have the most up to date information regarding the school and COVID 19 related matters.

- L.T. Westlake Facebook page
- L.T. Westlake website
- Email, text messages and automated phone calls via School Messenger
- ClassDojo
- Monthly newsletters

We will be checking with families that we have your most up to date email address. If your email address changes throughout the year then please contact Cheryl Carlin (cheryl.carlin@horizon.ab.ca). We encourage parents and students to ask any questions or voice any of their concerns that they may have to staff members. We are committed to being as transparent as possible. Parents are encouraged to email Mrs. Edwards (rebecca.nelson-fitzpatrick@horizon.ab.ca) at any time. She will do her best to respond to you in a timely manner.

General Information

- We are focused on ensuring all students needs are met (mental, physical and academic)
- Any students or staff exhibiting symptoms of COVID 19 are expected to stay home
- Students will receive hand hygiene and respiratory etiquette lessons on the first day of school
- Mask use for students in grades 4 to 12, as well as all school staff, will be mandatory when school returns for the 2020-21 school year
 - Staff will be required to wear masks in all settings where physical distancing cannot be maintained, and students will be required to wear them in all shared and common areas, such as hallways and on buses. Mask use for kindergarten to grade 3 students will continue to be optional.
 - There will be no mandatory use of masks in the classroom when students are physical distanced.
 - All visitors/parents will be required to wear a mask when entering the building.
 - Additional single-use masks will be available at schools, if required.
 - The Alberta Government will also be providing every single school two contactless thermometers to assist with managing student and staff health. Thermometer use will be at the discretion of each school.
- “Not sharing is caring”. We have a no sharing policy. All students should have their own supplies. We will provide additional supplies to ensure everyone has their own. Where sharing of equipment is required, the equipment will be cleaned between uses

- We will be guiding foot traffic flow through entrances and hallways by using markers
- Students are expected to leave their toys at home. If a child brings a toy to school, they will be required to leave it in their backpack all day. They will **NOT** be allowed to play with it at recess.
- School assemblies or other large gatherings will be avoided until further notice. We will be using digital platforms such as Zoom to host these types of events.
- Social and mental health supports are available to all students and their families. We encourage families to access the following resources
 - Horizon's FSLCs (counsellors) remain available to provide support.
 - Any Albertan may call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322 between 7 a.m. and 11 p.m., seven days a week.

GENERAL BUILDING SAFETY

L.T. Westlake Hand Hygiene Procedures

- Hand sanitizer has been placed at all of our school entrances and classroom entrances
- Students will be taught about hand hygiene, and respiratory etiquette on the first day of school
- Posters about hand hygiene and respiratory etiquette are posted throughout the school
 - Everyone will be expected to wash their hands for at least 20 sec or use hand sanitizer
 - 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,
 - Before eating and drinking
 - After using the toilet
 - After playing outside
 - After sneezing or coughing into hands
 - Whenever hands are visibly dirty
 - Staff should wash hands for at least 20 sec or use hand sanitizer
 - Before handling food or assisting children with eating
 - Before and after giving or applying medication or ointment to a child or self
 - After contact with body fluids (i.e., runny noses, spit, vomit, blood)
 - After cleaning tasks
 - After removing gloves
 - After handling garbage

N.B. We will be implementing supervision practices to ensure everyone disinfects their hands at all class and school points of entry/exit.

L.T. Westlake Cleaning Requirements

- A thorough cleaning of our school facilities has been completed
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed for the time being
- Our custodial hours have been increased for the school year. Our custodian Mary Fehr will be cleaning the building throughout the day
- The maintenance department has worked with custodians and contractors to develop and implement procedures for frequent cleaning and disinfecting of high touch surfaces (e.g. vending machines, microwave ovens, door handles, stair rails, light switches, water fountain knobs, push buttons), washrooms, shared equipment, and common areas
 - Custodial staff/contractors will implement daytime cleaning
 - Custodial staff/contractors must clean all areas of the school daily and do a deep cleaning when students are not present.
 - High touch surfaces shall be cleaned several times a day
 - Custodial staff/contractors will follow standardized “enhanced cleaning procedures” as directed by the Facilities Manager
- Staff play a role in preventing the spread of COVID and keeping school facilities safe for everyone. As such, all staff are requested to disinfect commonly used surfaces and shared items in their work environment

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. All families will be provided with a screening form prior to the first day of school.
- We will be keeping records of children’s known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Anyone that reports symptoms will be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the [AHS Online Self-Assessment tool](#) to determine if they should be tested.
- Signs are posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

COHORTING

- A cohort is defined as a group of students and teachers who remain together. A particular cohort may be divided up into two smaller ones. For example, the 4/5 students will be considered to be one cohort. However, within that cohort we will have Grade 4 mini-cohort and a Grade 5 mini-cohort.

- The purpose of the cohort is to try to minimize the risk of transmission and to be able to track transmission if there is a case
- Cohorts will remain in their homerooms for as much of the day as possible to reduce the risk of transmission
- In cases where two mini cohorts have to meet up (i.e Gr. 4/5 social) students will be seated with their main cohort. Students will also disinfect their hands before and after they have a class together.
- Rooms that have will be used by more than one cohort will be cleaned/disinfected between uses (i.e. before the Grade 2/3 class goes into the grade 4 room, we will disinfect all of the desks)

PHYSICAL DISTANCING

- Physical distancing (2 metre spacing) is a useful public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. Where 2 metres is not possible between desks, the greatest possible spacing is recommended.
 - If 2 metres cannot be arranged between desks/table, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
- Students and staff will be expected to physical distance to the best of their abilities

EXPECTATIONS FOR DROP OFF/PICK UP AND ENTRY AREAS AT SCHOOLS

We will be keeping a record of anyone that enters our building. Therefore, we kindly ask that if parents are picking up or dropping off their child that they do not enter the building unless it is necessary. If you need to pick up your child during the day then please call the school (403-223-2487) and notify us that you are outside and then we will make sure your child meets up with you. We will be increasing our supervision during drop off and pick up times to ensure your child safely enters the school or meets up with you.

Student Entrances and Exits

- All students will be expected to enter and exit the school from their particular entrance. These entrances will be monitored to ensure physical distancing protocols are being followed
 - **Kindergarten-Grade 2**-East Entrance by main playground
 - **Grade 3 and Grade 4**-South entrance by spider web.
 - **Early Learning, Grade 5 and visitors**-Main entrance

Morning Drop Off Procedures

- Students will be expected to hang their backpack on their hook and immediately go outside once they arrive (weather permitting).
- Classrooms will be closed unless the teacher is in the room.
- Once the morning bell rings, students will be allowed in groups. Staff will monitor each entrance to ensure physical distancing protocols can be followed.

Afternoon Pick Up Procedures

- Bus students will be dismissed at approximately 3:10
- Non-bus students will be dismissed in small groups after bus students have left
- There will be a supervisor inside the main entrance of the school and one outside of the school
- If a parent is picking up their child at the end of the day, we encourage them to stand outside of their child's exit and maintain a distance of 2 meters from the other parents.

Bus Students

- Students are expected to physical distance when loading or unloading from the bus. We will have markers outside to help the students visualize the spacing. We will have increased bus supervision for loading and unloading
- Students will be expected to enter and exit through the South doors
- Bus students may be dismissed before non-bus students to better ensure physical distancing protocols are met
- All students riding the bus will be expected to follow COVID 19 health parameters as explained in Horizon School Division's Re-entry Plan under the Transportation section

If there is a change in how your child is going to be picked please send a note with your child or call the school (403-223-2487)

IN-PERSON LEARNING

General Information

- All staff will be following Horizon's Education Plan
- All students will have assigned seats and will be keeping a record of all seating plans
- We will try to maintain 2 metres of physical space between each student where possible during in-person learning
- In cases where two mini-cohorts have to meet up (i.e Gr. 4/5 social) students will be seated with their main cohort. Students will also disinfect their hands before and after they have a class together.
- Rooms that have will be used by more than one cohort will be cleaned/disinfected between uses (i.e. before the Grade 2/3 class goes into the grade 4 room, we will disinfect all of the desks)

- Staff will minimize group activities and organize more individual activities instead
- Grade 4 and 5 students will be able to remove their masks during in-person learning depending on the activity that they are doing (i.e. silent reading)
- We will be limiting classroom volunteers and guest speakers
- Field trips will be postponed
- Students will eat their lunch in their homeroom

Music

Ms. Shaw will continue to provide music instruction each week to our students. Lessons will be focused on developing music appreciation, learning music theory and playing instruments that have a lower risk of transmission (i.e. percussion instruments instead of wind instruments). Lessons will be conducted in students' homeroom classrooms thereby minimizing the risk of transmission.

Library

During school year 2020-21, Westlake students will not be physically able to go into the library, but they will still have access to all of its contents. Mrs. Layton will bring collections of books from the library to our students to make selections. Students will continue to have 30 minutes of library time each week. Mrs. Layton will seek requests from students and teachers to ensure that she brings books that they want each week. Students will also be able to pick out books by examining a digital version of our library collection. Returned books will be placed in a sealed container and uncirculated for 10 days to prevent virus transmission.

Physical Education

Students will continue to participate in physical education class each day. Staff will try to conduct as many gym classes outdoors (weather permitting). Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling). Use of shared items or sports equipment will be discouraged. Equipment that must be shared will be cleaned and disinfected before and after each use.

EXPECTATIONS FOR VISITORS AND OTHER SERVICE PROVIDERS ENTERING THE SCHOOL

- When a visitor arrives at the school they will be asked to do the following before entering:
 1. Sanitize hands for 20 seconds
 2. Fill out a self-screening form (See Appendix A)
 3. Hand in self-screening form to the office and sign in with Mrs. Carlin
- We will be keeping a record of all visitors that enter the building
- All parents/visitors are required to wear a mask upon entering the building
- Visitors should not enter the school if they are ill

- Visitors should self-screen for COVID 19 symptoms prior to arriving at Westlake. Visitors with COVID 19 symptoms should not enter the school if they have any symptoms
- Parents are encouraged to call or email schools rather than visit in-person.

RISK MITIGATION FOR HIGH TRAFFIC AREAS IN SCHOOL FACILITIES

- Below is a list of controls that we will be instituting to promote physical distancing between all attendees in and outside of the classroom, including hallways, washrooms and common areas.
 - We have removed communal area seating
 - Teachers will be utilizing the sinks in their rooms to reduce the number of students that need to go to washroom to wash their hands
 - Kindergarten and Grade 1 will have scheduled times to go to the washroom as a class. This will ensure increased supervision and ensure bathrooms are not congested during high traffic times
 - Washrooms will be monitored at lunch and during recess to ensure there are not too many students in there at one time
 - Signs will be posted on bathroom regarding how many people are allowed in that particular space at one time
 - Our maintenance department ensured we had physical markers in bathrooms to promote physical distancing
 - Hallway markers will be placed on the floor to direct foot traffic and promote physical distancing
 - Students will retrieve their personal belongs (grab their lunch) in staggered groups as per their teacher's direction
 - Students will go outside for recess and come back in from recess in staggered groups to ensure physical distancing protocols can be met
 - We have adjusted out timetables to minimize student movement around the school as much as possible
 - All doors except for the main entrance will be locked during instruction time to ensure we can monitor visitors who are accessing the building
 - Students will be dismissed in staggered groups. Student dismissal will start at about 3:10. A new group of students (about 5 students per class) will be dismissed about every 5 minutes. All students will be dismissed by 3:20.
 - We will be delaying fundraisers

EXPECTATIONS FOR SHARED USE EQUIPMENT

- We will be avoiding the use of shared items
- Equipment that must be shared will be cleaned and disinfected after each use.
- Children/students will be provided with an area for storing personal items.
- Extra materials have been purchased to limit sharing

AUXILIARY SPACES

- Gymnasiums will be used to deliver physical education programming.
 - When possible physical education will be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. We will follow the *Guidance for Outdoor Activity* as relaunch progresses.
 - Administrators and teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling).
- Use of shared items or sports equipment will be discouraged. Equipment that must be shared will be cleaned and disinfected before and after each use, or users will perform hand hygiene before and after each use.
- Music instruction and library classes will be provided in students classrooms
- School assemblies or other large gatherings (e.g., concerts or dances) will be avoided. Virtual options will be offered instead of in person gatherings.

Nutrition Program

- Students and staff will be discouraged from sharing food.
- Classroom snacks:
 - We will continue to provide healthy snacks through our nutrition program. The food will be handed out by an assistant or teacher, thereby allowing us to follow Alberta Health Guidelines.
 - If parents want to hand out treats to their child's class then we ask that it be pre-packaged and that they allow the teacher or an assistant to hand out the treat.
 - We will still have healthy food readily available to students who need an extra snack or a meal
 - We will not be offering hot lunches until further notice
 - Students will be expected to continue to store their food in their backpack or lunch kit

RESPONDING TO ILLNESS

- Staff members, parents, and children/students should not enter the school if they have symptoms of COVID-19.
 - Staff displaying symptoms at school will go home right away.
 - We will have emergency kit available at school. Containing
 - Gloves
 - Masks
 - Protective eyewear
 - Re-closeable bag
 - cleaning solution wipes
 - Once a sick individual has left the school, we will clean and disinfect all surfaces, items, and areas with which they may have come into contact.

- In the event a staff member begins to feel ill during the day the staff member will go home immediately. Internal coverage will be arranged to cover the teacher/assistant until a substitute can come in.
 - Staff are required to inform their supervisor if they test positive as employers are required to report to OHS any incident where staff at a work site are exposed to a suspected or confirmed case of COVID-19 and must conduct an internal investigation.
 - Parents are asked to inform the school if their child tests positive
 - If a student develops symptoms while at the school, the child/student will be required to wear a non-medical mask and will be isolated in a separate room (the room across from Mrs. Gerlock's room). The parent/guardian will be notified to come and pick up the student immediately. The student will be encouraged to access COVID-19 testing by accessing the [AHS Online Testing tool](#).
 - If parents can't come to pick up the child then they must have an alternate plan for someone to come and pick them up within the hour.
 - Schools will contact bus drivers if kids get sick
 - If the student requires close contact and care, staff will continue to care for the child until the parent is able to pick up the student.
 - All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
 - We will keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.
 - If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school will follow outbreak notification procedures as per routine zone protocols .
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APPENDIX A

LT Westlake Fine Arts Elementary School
5130 42ND AVE Taber, AB T1G 1B6
403-223-2487 Fax: 403-223-1575

Visitor Records

All visitors (going beyond the office) are **asked to fill the following form**. This documentation is to provide a record of who is coming into the school and who they have had contact with.

PRINTED NAME: _____ **SIGNATURE:** _____

CONTACT NUMBER: _____

DATE: _____ **TIME IN:** _____ **TIME OUT:** _____

GR. / ROOM: _____ **VISITING:** _____

1. Do you have any of the following **new or worsening** symptoms or signs?

- | | | |
|-------------------------|------------------------------|-----------------------------|
| a. Cough | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Shortness of breath | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Sore throat | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. Runny nose, Sneezing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Fever | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

2. Have you travelled outside Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?

Yes No

3. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?

Yes No

If the **individual answers NO to all questions**, they have passed and **can enter** the school. They need to wear a mask if walking through communal areas or entering Grades 4 & 5 and should be reminded about social distancing.

If the **individual answers YES to any of the questions**, they will be **asked to leave** the school.

Thank you for your corporation,

LT Westlake Office Staff

