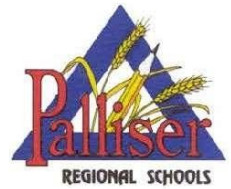




# KATE ANDREWS HIGH SCHOOL

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## Kate Andrews High School Covid Response and Re-entry Handbook- last updated Nov. 2, 2020

Welcome back to school! We are excited to see you all again and welcoming you back to Kate Andrews. For those of you new to KA, we look forward to meeting and getting you know you.

For more comprehensive information about school re-entry please see the Palliser Regional School's Covid Handbook:

[PRS's Guide to Re-entry](#)

[Palliser COVID-19 School Guidance](#)

### **Philosophy:**

This document is intended to provide Kate Andrew's families with guidance for school re-entry for the 2020-21 school year. It will provide an overview of key practices and strategies that will be used as we transition back to in-person classes (Scenario 1).

As we have experienced, Covid-19 continues to be an evolving situation. This document will be adjusted and revised based on any new information from Alberta Education and Alberta Health Services.

If you have not already done so, please review the relevant documents from Alberta Education by using the links below:

<https://open.alberta.ca/publications/2020-21-school-re-entry-plan>

<https://open.alberta.ca/publications/covid-19-information-guidance-school-re-entry-scenario-1>

### **Palliser School Division's Three Key Strategies for Re-entry:**

Palliser School Division will emphasize three key strategies to minimize the risk of transmitting COVID-19 within our school communities and division. The three key strategies are:

- Follow Expert Advice – It is an expectation that we all become knowledgeable about the protocols, guidelines and directives for school re-entry from Alberta Education and Alberta Health Services
- Keep The Virus Out – The first and most important action we can take is to prevent anyone that is ill, has COVID-19 symptoms or is at a higher risk for getting the virus (e.g. close contact of someone with COVID-19, international travel etc). from entering schools, division owned facilities or getting on our division busses.
- Prevent The Spread – In addition we must take steps to reduce the possibility of transmission if someone who is ill, has COVID-19 symptoms or is asymptomatic but able to spread the virus is in a school, division owned facility or on a division bus.

If we can follow these three basic strategies and apply sound professional judgement we will greatly decrease the likelihood of transmitting the virus within our schools and throughout the division.

## **Staying Healthy:**

### **Self-screening:**

All staff and students will be required to do the daily Self-Screening Questionnaire, regardless of if you are feeling symptomatic or not. The self screening questionnaire is to be completed before leaving the house every morning.

[Alberta Health daily checklist](#)- as of November 2, 2020

The daily checklist now has separate checklists: one for students who attend Kindergarten to Grade 12 and one for staff and adults 18 years and older. Both checklists are accessible at the link above.

Adults who are 18 and over, including school staff, will continue to use the Alberta Health daily checklist that was previously posted and available in the link above.

**If you feel sick, please stay home.** Anyone who has any Covid 19 symptoms are legally required to [self-isolate](#). Please seek health care advice as appropriate (call Health Link 811 or call your family doctor) and fill out the [AHS Online](#)

[Self Assessment Tool](#) to determine if the student should be tested for Covid 19. Please note: If a student tests positive, AHS will notify the school via email.

[Stay at Home Guide](#)- outlines requirements for students who show symptoms.

[Responding to Illness](#)- outlines requirements for staff who show symptoms

### **If you become sick at school:**

- A student is to notify a staff member as soon as they feel ill or symptomatic as outlined in the screening questionnaire. (Teachers will have a questionnaire on hand for your reference in class.)
- The student will be taken to a clean, isolated room. The student's mask will need to stay on.
- Parents will be called immediately to pick up their child. Please understand picking up your child if they are sick at home needs to be done without delay to minimize the potential spread of germs.
- Please follow the Guidelines from Alberta Health Services before returning to school.
  - Students showing symptoms will be referred to for testing.
  - You are legally required to isolate for a minimum of 10 days if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a preexisting illness or health condition.
  - The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
  - For more information on isolation requirements, please see [Isolation Information](#)
- If a staff member starts to feel sick during the school day, please let the Administration know as soon as possible. We will work together to figure out the next step(s).

### **Maintaining Safe and Healthy Schools (Alberta Health Services)**

#### **Masks:**

As per the Alberta Government guidelines and rules, masks will be mandatory in all common spaces (for example: hallways, bathrooms, lunchroom, buses) and activities and places where physical distancing cannot be maintained. Students and staff will need to have masks on before coming into the school.

Masks will need to be worn in classrooms for students and staff when physical distancing of 2 meters is not possible.

Students and staff will be given 2 non-surgical masks supplied to them by the Alberta government. Individuals are invited to bring their own masks provided that they meet the basic requirements.

### [Why and how to wear a mask](#)

#### **Hygiene:**

Handwashing remains the most effective way to stop the spread of illness. If handwashing is not possible, hand sanitizer is an appropriate replacement.

Students and staff are required to perform hand hygiene when entering and exiting the school/classroom, after using the washroom, before and after eating, before and after putting on and taking off a mask, after using sports equipment, shared tools (such as in the shop), and water fountains.

At this time, students will not be able to share materials with other students. Staff will not be able to supply materials to students. All students will be asked to ensure they have all the supplies they will need and they will have to use a personal backpack to carry their belongings in. Teachers will let students know of all the supplies they will need in their classes.

**Lockers will not be used at this time.** We will provide an update on supplies that students will need to bring in their backpacks.

## **What will school look like at this time?**

### **Return to School Timeline**

We will be staggering the entry days to allow the staff to work with each grade to adapt to the new school environment. This single re-entry day will give students a chance to set up their registration, get text books and be introduced to their new routines. School staff will have an opportunity to talk to the students, answer questions, and try to bring comfort as we ease into our new reality.

The startup days will be assigned as follows:

- Wednesday, September 2 - **Grade 9** only
- Thursday, September 3 - **Grade 10** only
- Friday, September 4 - **Grade 11** only
- Tuesday, September 8 - **Grade 12** only

All students will start to attend classes daily as of **Wednesday, September 9.**

Grade levels have been assigned a set of doors to enter and exit through. Please see the chart below:

	<b>Assigned Doors</b>
<b>Grade 9's</b>	Front doors to the north/east of the building
<b>Grade 10's</b>	Foods Room/CTS Back door entrance
<b>Grade 11's</b>	Bus Entrance
<b>Grade 12's</b>	Main Entrance (by office and gym)

When coming into the school, all students need to wash or sanitize their hands and they will need to go directly to their classroom. Likewise, at the end of the school day, students are to promptly exit the building through their designated door. For health reasons, congregating in the hallway will not be allowed at this time.

### **Class Schedule:**

#### **Monday-Thursday Schedule**

<b>Period 1</b>	<b>Period 2</b>	<b>Lunch</b>	<b>Period 3</b>	<b>Period 4</b>
8:40 - 10:05	10:10 - 11:40	11:40 - 12:25	12:25 - 1:50	1:55 - 3:25

#### **Friday Schedule**

<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>
8:40 - 9:35	9:30- 10:30	10:30-11:25	11:25 - 12:20

## **Late Arrivals to the School and Leaving Early Protocols:**

In terms of contact tracing measures, students are being asked to report to the office if they arrive late to school. Students will have to sign in and proceed directly to their class. Likewise, if a student has to leave early, she/he will be asked to sign out at the office. Parents are also encouraged to contact School Messenger to communicate if their child will be missing any school.

## **In-Class Learning :**

In-class learning will look similar to traditional classroom lessons with minor differences to the structure and routines in the school and its classrooms. The following are changes needed to be made to meet the requirements and guidelines set out by Alberta Health Services.

- We do recognize that some families may wish to continue online learning during this period. If online learning is the better option for your family, please contact Palliser Beyond Borders (PBB) for their online services. For more information for online learning please see the PBB website: [Palliser Beyond Borders Website](#)

## **Cohorting:**

To decrease the potential spread of Covid-19, schools have been asked to create cohorts or groupings that will stay together as much as they can throughout the school day. Each grade from 9-12 has been divided into 4 different cohorts for all core classes. Another change: students will stay in their classroom with their cohort for their core classes and their teacher will come to them. Therefore, students don't move: teacher will. In some cases, students may change classrooms for options, such as Foods, Fabrications, and Constructions.

## **Course/Class Changes**

There will be a drop/add process for grades 10-12. Unlike other years, this process will be controlled and there will be limitations on changing courses. Changing options will have low priority and will be judged by how it impacts the mixing of cohorts. Ultimately, we will ensure students get their educational requirements at each grade level.

Students will complete a Drop/Add form and will be called to Miss Meurs' or Mr. Grimes' office. There will be no lining up to wait for changes. Please be patient and understand that priority will be for grad requirements first. Every drop/add request will be looked at in a reasonable timeframe.

**Lunch time:**

All students are to eat their lunch in their cohort classrooms. Once done eating, students can make a choice between three different options: stay in their classroom, go outside to their designated area or go to their assigned area (Library or Gym), if it is their day (please see schedule outside the Gym and Library). Students will be expected to exit the building through their designated door and go directly to their area, and it will be mandatory to wear a mask. Students choosing to leave the campus, will be strongly encouraged to follow all the same AHS guidelines of physical distancing, and hygiene.

	<b>Designated outside area at lunch</b>
<b>Grade 9's</b>	The north grass area at the front of the school.
<b>Grade 10's</b>	Directly to the back of the school, by the beach volleyball court
<b>Grade 11's</b>	The field on the north side of the school (by the bus lane)
<b>Grade 12's</b>	The south grass area at the front of the school

**Please note the following:**

- Students will need to bring a lunch and snacks to school with them daily as there will not be any food served out of the lunchroom. Vending machines will also be off limits.
- Students will not have access to microwaves, therefore, it is encouraged students don't bring food that would require the use of one.
- Water fountains and hydrations stations will remain open. However, students and staff will need to wash or sanitize their hands after every use. Students and staff are encouraged to bring their own water bottles.

**Hallway Movement:**

Students will be asked to adhere to signage and follow the arrows indicating the direction of flow through the hallways. Masks must be worn at all times while travelling through the hallways.

**Restrooms:**

Only 2 students will be allowed to use a restroom at a time. Social/physical distancing stickers will be on the floor outside the restroom if it is at its 2 student max for those that are waiting.

### **Common/gathering areas:**

Congregating in hallways and common areas will not be allowed to happen at this time. Teachers will be able to book a time for her/his cohort to use a common area but otherwise these areas will not be used.

Students will not be allowed to enter the office. Staff will be discouraged from walking through or meeting in the office. If it is necessary, staff will be asked to wear a mask and properly wash/sanitize their hands once they are in the office.

The number of staff in the staffroom will be limited.

### **Breaks:**

Break times will be left to a teachers discretion. Cohort will be asked to take breaks inside their classroom, except for the following reasons:

- The cohort is going outside to their designated grade area
- The teacher books the use of a common area

### **Co-curriculars- Athletics/Fine Arts/Clubs:**

These activities will not be taking place at this time.

### **Bussing:**

Bussing is also undergoing some changes. There will no longer be transfer busses in Coaldale. Instead, students will be picked up and bussed to their schools directly and there will be assigned seating in a way that will best accomplish social distancing. That student will remain in that seat from start to finish of each bus route. Once they arrive between 8:15 and 8:30, students will enter the school at their grade level door, sanitize their hands and go directly to their assigned door. At the end of the school day, the process essentially reverses as they exit out of the building out their door and head to their bus.

### **Visitors to the school:**

If anyone other than a staff member and a student needs to come to the school, they will need to make an appointment by calling the office (403) 345-3383. Once the appointment is made, the visitor will need to enter the school through the front main doors. There will be signage on the door to help visitors with the steps. Visitors will be required to wear a mask - no exceptions. Visitors will need to sanitize their hands upon entry and they will need to go directly to the office.



If a parent needs to come to the school to pick up their child, please stay in your car and call the office (403) 345-3383. We will send your child out to meet you.