



**Canadian Rockies School Division**  
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November 23, 2020

Re: Making Proactive COVID-19 Preparations

Families of Canadian Rockies Public Schools,

First, we would like to thank you and extend our sincere appreciation to our families who have received calls regarding the immediate pick up of their children from school due to COVID-19 related circumstances. We cannot overstate how much we appreciate your quick responses to these calls, nor the importance of having students picked up immediately. Your cooperation in these situations makes a significant difference in protecting students, staff and families.

We do want to make you aware of a potential challenge that the district may face in the very foreseeable future, as we continue to see the rise of COVID-19 case numbers in our area. You may recall this statement from our district re-entry plan: *If a teacher is unavailable to staff a classroom, due directly or indirectly to COVID-related circumstances (e.g. self-isolation for 14 days), students may be sent home until such time as a substitute teacher can be secured.* We are beginning to see some challenges in securing substitute teachers for our classrooms due to availability, suitability, and the level of comfort that individuals have with entering schools during the pandemic. We want you to know that our school principals are doing everything possible to ensure coverage for classes; however, the potential for a classroom to be without a substitute teacher is very real. Additionally, we are seeing situations where a substitute teacher has cancelled their commitment early in the morning prior to the start of that school day. In the past, a suitable replacement may have been readily available at the last minute, but such is not the case during this pandemic.

The intent of letting you know of this district challenge is to encourage you to make proactive preparations in the event that you receive a call from your child's school the day before, the evening before or even the morning of school, letting you know that your child's classroom will be closed for the day due to the inability of the school to secure a substitute teacher. Should this occur, your child/ren would need to remain at home and at-home learning arrangements for your child would be made as soon as possible for the duration of the time that your child's classroom is closed. We realize that this situation could be extremely challenging for families. Our hope is that by highlighting this situation, families can do some proactive planning to minimize this disruption should it come to pass. CRPS will continue to work diligently to keep schools clean, safe and staffed appropriately.

Please remember to complete the [The Alberta Health Daily Checklist](#) with your child/children each day prior to attending school. Also, visit this [AHS site](#) if you are unsure of next steps to take for a variety of COVID-19 related circumstances. This site contains very helpful flowcharts for families. Many of the tools on this site can be found in a variety of additional languages [here](#).

As we have shared, AHS is experiencing a backlog in relation to contact tracing. If you receive any information pertaining to you or a family member regarding exposure or potential exposure to COVID-19, please inform your school administration as soon as possible.

Our thoughts are with all of our families who are being impacted by positive cases of COVID-19 and those who are experiencing a variety of other challenges due to the pandemic. We thank you for your cooperation, your understanding and your patience as we all work through this very difficult time.

Sincerely,

A handwritten signature in blue ink that reads "Christopher MacPhee". The signature is written in a cursive, flowing style.

Christopher MacPhee  
Superintendent of Schools