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Dear Parents/Guardians,

The staff at BES are extremely pleased to welcome back students this fall! The following re-entry plan contains important information that we ask you to read in order to ensure the safety of your children.

Our school re-entry plan has been created under the guidelines of our government and aligns with CRPS's District re-entry plan. This guide has been developed to support the safe re-entry of students and staff for the 2020/2021 school year within [Scenario 1](#) as set out by Alberta Education requiring near normal operations with further health measures in place. You can find the District re-entry plan at this [link](#) for more details, as the following document will focus more on the specifics of the BES re-entry plan.

As Dr. Hinshaw indicated, although we cannot eliminate the spread of COVID 19, it is our duty to minimize transmission and provide guidelines to set everyone up for success. In this regard, at BES, we are a COVID 19 aware environment. The categories below will explain in more detail how we plan to create this COVID 19 aware environment.

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STAGGERED START FOR MONDAY, AUGUST 31 AND TUESDAY, SEPTEMBER 1

Grades 1 - 8

In order for teachers and staff to have time with their classes to support the establishment of new safety routines we will begin the year with a staggered start for homerooms. Homeroom assignments for students will be made available through Parent Portal after **Thursday, August 27** in order to provide time for families to make arrangements for these days. Considerable time and effort has been put into creating balanced classrooms, please do not make requests for a change of homerooms.

Half of each cohort/class in grades 1-8 will attend on August 31 and the other half will attend on September 1. The ***entire class will be together on September 2***. We are dividing cohort/classes by last name as follows:

Monday, August 31	Tuesday, September 1
Students in Grades 1-8 with the last name beginning with: (A-L)	Students in Grades 1-8 with the last name beginning with: (M-Z)

We apologize for any inconvenience this might cause. Please know that our intention is to promote safety and establish routines and procedures.

Kindergarten

Please refer to the letter you would have received on June 25 with specific information regarding one-on-one meetings and staggered entries. As well, more details will be emailed to you this week to sign up for a one-on-one physically distanced meeting with a teacher.

SCREENING

Please use the [Screening Questionnaire](#) to self-screen daily. **You can find the updated questionnaire [here](#), (updated Nov. 5th)**. Keep your child home should they display any symptoms. If you have answered “**Yes**” to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [AHS Online Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

Parents must immediately inform school administration if a child tests positive for COVID-19.

You do not have to self-isolate if:

- you have no symptoms of illness, and you have not been exposed to someone known to have COVID-19 and you have not travelled outside of Canada within the last 14 days;
- you are waiting for results and you did not have symptoms when you were tested and do not have any now;
- you have symptoms of illness that are related to a pre-existing illness or health condition, and are not new;
- you have tested negative for COVID-19 and have no symptoms of illness and have had no contact with someone with COVID-19;
- you have tested negative for COVID-19 and have a cough, fever, shortness of breath, runny nose, or sore throat that is related to a pre-existing illness or health condition. (Updated August 28, 2020)

Please refer to the [AHS website](#) for current rules around requirements for self-isolation.

Local Primary Care clinics offering testing:

You must call in advance to book an appointment

Alpine Medical Clinic (Banff)	403-762-3155
Bear St. Family Physicians (Banff)	403-762-4846
Canmore Assoc. Medical Clinic	403-678-5585
Lake Louise Medical Clinic	403-522-2184
Ridgeview Med. Centre* (Canmore)	403-609-8333

Local pharmacies offering asymptomatic testing:

(if you have COVID-related symptoms, do not go to a pharmacy)

Shoppers Drug Mart (Canmore)	403-678-8750
Three Sisters Pharmacy (Canmore)	403-678-2220

HEALTH MEASURES

Get the Facts: Back to Class for 2020-2021:

Please review this helpful guide for parents.

Implementing School Re-Entry Guidance

School based administrators should use this document as a companion guide for the district re-entry plan as it contains ideas, details, suggestions, etc. for implementing required measures.

COVID-19 In School (K-12) Settings: A resource guide for schools before, during and after a COVID-19 outbreak

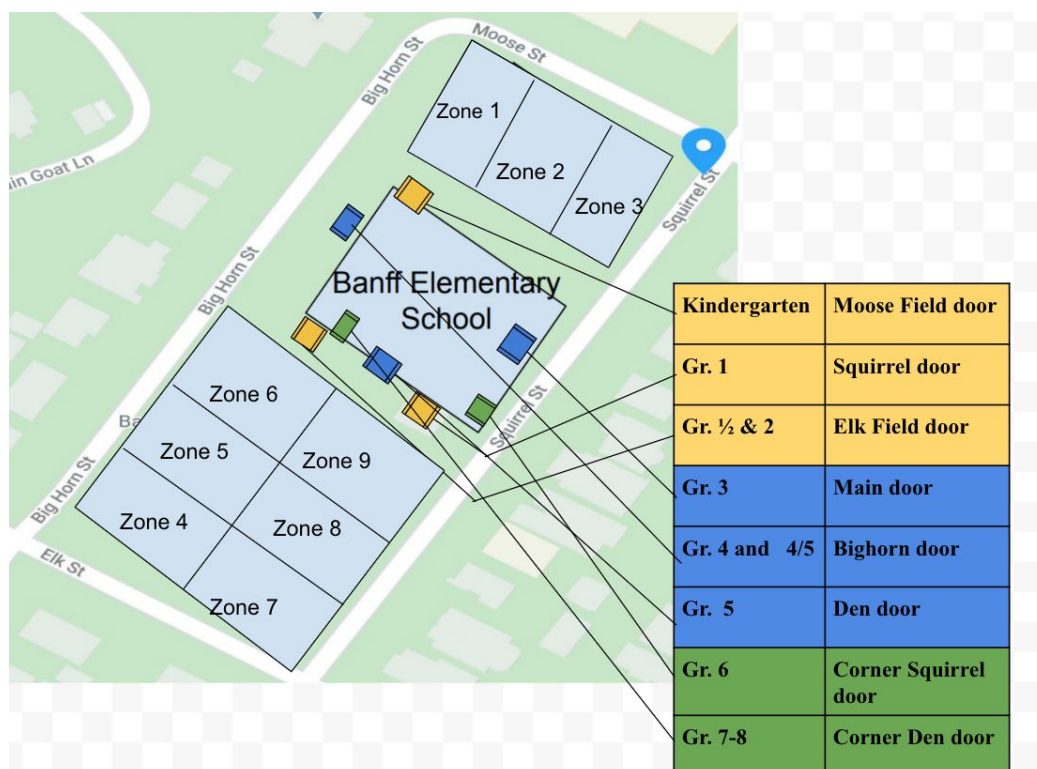
School based administrators should use this document as a resource in addition to the district re-entry plan.

COVID-19 School Re-Opening Resources (Updated August 28, 2020)

GENERAL BUILDING SAFETY

- Students will be expected to line up outside according to their cohort. One class/cohort will be invited in at a time and specific entry and exit doors will be assigned for each class. Teachers will greet their class outside at 8:15 am.

Map to Indicate Grade Doors- Updated Sept. 6, 2020



Drop off and Pick Up

Please note: For pickups and dropoffs students from Grades 1 to 8 will line up and meet their teacher on the new large Elk field, and Kindergarten students will meet their teacher on the smaller Moose field. Squirrel Street will remain closed to traffic in the morning and afternoon. Updated (Sept. 6, 2020)

- Parents will remain outside for drop-off & pick-up. Parents shall not enter the building without an appointment made 24 hours in advance, except in emergency situations, so that the number of additional adults in the building can be minimized at any given time. Outside of regular pick-up and drop-off times, office administrators will sign students in and out during the day while parents wait for their child outside the building.
- Students will be taught to physically distance when lining up in a calm, encouraging manner. Pylons will indicate where students can meet their teacher on the grass or on Squirrel Street to begin the year.
- Before School Care will be provided starting at 7:45 a.m. on Tuesday, September 8. Please [register here](#) if you need to drop your child off before 8:15 a.m.

- Parents picking up their children will be asked to arrange a meeting place outside.
- Teachers will scan the hallway and dismiss students one cohort at a time.
- Bussed students will be dismissed first, followed by students being picked up or biking/walking home and will be supervised by staff members.

Movement In and Around the School

- Cohorts will remain in classes for most of the day, while some activities will be done outside. (e.g. garage doors between classrooms will not be open, with the exception of lunch supervision)
- Doors will be locked at 8:30 a.m., but children may ring the doorbell if arriving after 8:30 a.m. Late slips will not be provided, students will check in at the office and then go directly to their classroom.
- Staggered recesses will have approximately 150 students spread out between the two fields: Cohorts will be maintained outside in separate zones.

Morning Arrival *Some times have recently changed Sept. 6, 2020	8:15 Students are met by their teacher at their meeting spot. 8:30 classes begin.
Recess times	
Gr. K-3	10:15-10:30
Gr. 4-8	10:30-10:45
Staggered Lunch	Gr. K-8 12:00-12:50
Gr. K-3	12:00-12:25 go outside 12:25-12:50 eat lunch in classrooms
Gr. 4-8	12:00-12:25 eat lunch in classrooms 12:25-12:50 go outside
Afternoon begins	12:53
Dismissal	3:02

- Foot traffic flow through entrances and hallways will be guided by using floor tape on the floor.
- Physical playground structures will be open starting Oct. 13th and the Town of Banff will open them to the public starting Oct. 7th after 4:00pm, with hand

sanitizing pumps besides them. We will allow cohorts to use playgrounds with a limit of one cohort per day to start. (Updated October 5th).

- All excess furnituring will be removed from classrooms to maximize space.
- We will arrange desks in rows so that students are not facing each other. Teachers will also have seating plans.
- Washrooms: regular washroom access is maintained for students but teachers will only allow one student at time to leave their class during instructional time. During breaks students must wait using the physical distancing markers on the floor to guide where they are standing. Washrooms will be cleaned regularly by custodial staff and in particular, following each recess and when both lunchtimes are over. Signage will be placed around the school about washing hands and physical distancing.

STUDENTS BELONGINGS AND SUPPLIES

- Student belongings/supplies will be stored separately and lockers will not be used.
- Students will not be entering the library/learning commons; rather, the protocol to access library materials and resources will be as follows: students and staff will not access directly; staff will submit a request for the resources; a library staff member wearing a mask and gloves will pull the resources; the resources will be disinfected and then delivered to the classroom. After the resources are returned to the library and they will sit for three days and then will be put into circulation.
- To minimize the transportation of items between home and school, only water bottles should go back and forth from home and school, ensuring they are cleaned at drop off and pick up and not used by anyone else.
- Manipulatives: individual labelled bags will be used to assign manipulatives to individual students. For science experiments and art lessons, some supplies will be shared, provided they are sanitized in between each usage. (updated Oct. 5th).

CELL PHONES

- The student phone in the office is no longer accessible. More than ever students and parents should make their after-school plans at the start of the school day. Of course, if these change during the day please contact the office and a message will be passed on to your child. Our school policy of cell phones only being brought to the school for use at the end of the day and not during lessons or breaks continues. However, students will have to keep them in their bags and they must be switched off. The temptation may be greater to access them, therefore it may be worth considering leaving the phones at home. In case of a family emergency, as always, phone the office so that we can look after your

child before you are able to pick them up. In exceptional circumstances the school will work with families to determine a plan of cell use.

MAINTAINING A CLOSED CAMPUS

- Once students arrive on campus they will be expected to remain on site until the end of the school day.
- Recognizing that some BES students go home for lunch and that home is a healthy environment, students will be allowed to continue having lunch at home, but going out downtown will not be permitted. If a student must go home for lunch, parents will be required to ensure that their child completes the self-assessment tool before returning to the school after lunch. At the start of the school year, parents will be asked by their school to indicate if their child will need to go home for lunch on an ongoing basis, and will be asked to sign a self-assessment commitment when completing the Annual School Demographic Update/Verification 2020/2021.
- We also ask that you make appointments after school hours, or later on in the day, as students will be asked to not return to school after leaving the school grounds.
- Parent volunteers in the classroom are suspended for the time being. This includes Mountain Readers. We do value parental feedback and support, which can still be occurring, but things will look a little different for a while.
- Schools will limit face-to-face conversations with parents and others, using technology whenever possible. No volunteers or face-to-face classroom guest speakers will be utilized.
- Please understand that we anticipate an increase in communications with the school office; please reference the school's weekly communication and the school website for ongoing information. Teachers are very good at replying to emails and will respond within 24 hours to a request for information or for a meeting. Please call the office to make an appointment, but also consider a phone conversation or a Google Hangout in place of an in-person meeting. Also, consider taking part in monthly School Council meetings where you will hear the most up-to-date information about our school and have the opportunity to ask questions and provide feedback.

SANITIZATION

- Each student and staff member will have access to a personal sanitizer bottle with carabiner. Refill stations will be available.
- Signs will be posted encouraging good hand hygiene and respiratory hygiene, including washrooms. Teachers will reinforce when students should sanitize and wash their hands.

- The AHS Screening tool will be posted on every exterior door and classroom door.
- Students may only eat their own food and not share lunches or snacks.
- We will leave classroom doors open so as to minimize contact with door knobs if possible and teach children to use their elbows.
- Teachers will be reviewing the following procedures with their students:
- Everyone should clean their hands with the provided hand sanitizer or wash their hands for at least 20 sec:
 - ❑ 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
 - ❑ After touch communal surfaces
 - ❑ Please minimise the transportation of items between home and school. Items brought back and forth should be cleaned at drop off and pick up and not used by anyone else.

CLEANING

- Daily cleaning will be arranged for all areas of the school. Washrooms and high-touch surfaces will be cleaned several times a day. Regularly scheduled deep cleaning will take place when students and staff are not present. The school will close at 5 p.m. each day to allow for cleaning to occur.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Staff will be required to wear a mask when working with a student who has symptoms and are waiting to be picked-up. Staff will follow recommended hygiene procedures.
- **All students attending Grades 4 through 12, staff members and visitors must wear a non-medical face mask that covers their mouth and nose while attending an indoor location within a school, unless the student, staff member or visitor:**
 - a. **is unable to place, use or remove a non-medical face mask without assistance;**
 - b. **is unable to wear a non-medical face mask due to a mental or physical concern or limitation;**
 - c. **is consuming food or drink in a designated area;**
 - d. **is engaging in physical exercise;**
 - e. **is seated at a desk or table**

- i. **within a classroom or place where the instruction, course or program of study is taking place, and**
 - ii. **where the desks, tables, and chairs are arranged in a manner**
 - 1. **to prevent persons who are seated from facing each other, and**
 - 2. **to allow the greatest possible distance between seated person;**
 - f. **is providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance; or**
 - g. **is separated from every other person by a physical barrier.**
- School administration should be informed of an exemption and should ensure adherence to the other public health measures. It is important that any student, staff member or visitor who is not required to wear a non-medical face mask complies with other personal preventative practices such as frequent hand hygiene and physical distancing as much as possible. Face shields are not considered to be an equivalent to non-medical face masks. (Updated Sept. 1, 2020)

Every kindergarten to Grade 12 student will be provided with two reusable masks. This will ensure that students who are required to wear masks will have them, and will allow for kindergarten to Grade 3 students to have masks should they wish to wear them.

COHORTING

- Students will remain with homeroom teachers, with the exception of when one assigned teacher will teach either Music or French. Grade 7 and 8 teachers will teach their own CTF (Career and Technology Foundations).
- For Music there will be no use of wind instruments or singing within an enclosed environment.
- We will minimize cohort intermingling during and outside of classes and in washrooms.
- Cohort seating will be in rows.
- Teachers will create and maintain a seating plan.
- Physical Education will take place outside when possible (grades K-8). As of October 5th, students and staff will begin to use sports equipment during physical education classes, as well as during physical activities at recess and lunch breaks. Each cohort will have designated equipment for their use. (Updated Oct. 5th). As of Nov. 2nd, our gym is open for physical education and individual student cohorts will be maintained. Sanitization of hands before and after students enter the gym and the use of cohorted equipment will be additional measures to ensure student safety.(Updated Nov. 4th).
- Students with exceptional and/or diverse learning needs:

Counsellors and Learning Support Teachers may work with students in their own space, sanitizing between each group (students must be from the same cohort/group) and wearing required PPE.

- In situations where physical contact is required to support students with exceptional learning needs, staff will wear required PPE. Staff will follow recommended hygiene procedures. Exceptions may occur in an emergency situation.

SUPPORTING STUDENTS WHO REQUIRE INDIVIDUAL/SPECIALIZED SUPPORT AND/OR MEDICALLY FRAGILE STUDENTS

- BES will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Students with exceptional learning needs will continue to be intentionally included in the learning of the whole classroom with support where applicable. Educational assistants will work with one designated cohort of students only.
- In situations where physical contact is required to support students with exceptional learning needs, staff must wear protective eyewear (e.g. faceshield) and a non-medical mask, which will be provided. Staff will follow recommended hygiene procedures. Exceptions may occur in an emergency situation.
- In situations where staff are working with medically fragile students, students who are immunocompromised or when physical distance cannot be maintained, staff will be wearing protective eyewear (e.g. faceshield), a non-medical mask, gloves and a lab coat.
- Whenever possible, service providers will engage in student supports using Google Meets or another district approved tool. If face-to-face support is required and physical distancing cannot be maintained, the service provider will be required to wear PPE provided by the district and must follow personal hygiene recommendations and directives from the school.
- 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. (Updated August 28, 2020)

POSTPONED OR CANCELLED EVENTS AND GATHERINGS

- There will be no team sports and assemblies and the Open House format will be re-imagined. CRPS is monitoring guidelines from Alberta Education and Alberta Health and education partners, including the Alberta School Athletics Association, to explore possibilities for athletic activities and events within the context of current health measures. CRPS will review plans for school sports by

October 1, 2020 (Updated August 28, 2020). During Phase 4, we will see further considerations of school athletics, which will be revisited late October. (Updated Oct. 5th).

- Teachers will create and maintain a seating plan for consistency and tracking purposes.
- Intramurals and using the Den for Div 3 is suspended at this time.
- Nature Explorers will be outside only.
- CRPS students will not be participating in the Grade 3 or Grade 6 Provincial Achievement Tests in 2020/2021.
- As of October 26th, some field trips will be approved, provided hosts follow the same safety protocols as CRPS and that the student ratio can be met, without the presence of parent volunteers. (Updated Nov. 4th).
- There will be no assemblies.

IN-PERSON LEARNING OR AT-HOME LEARNING

Parents will have the option to register their children for at-home learning through our divisional survey. Registration will come out in quarters and families will need to commit for the entire quarter.

In-Person Learning

- All students will be responsible for having all of their own supplies.
- All students from Gr. 3 to 8 will be encouraged to bring their own learning devices (1:1 Initiative). Students will be assigned a Chromebook as needed at school, and will be kept on the premises. These will be kept at school and placed in a designated slot in a charging cart.

At-Home Learning

- K-8 students will be supported through teacher-led instruction provided to students while choosing to learn at home during the pandemic. If parents register for this option, students in Kindergarten through grade 8 will likely be assigned a teacher by the division. At home learning will begin on September, 8th.
- It is important to note that if a student is enrolled in at-home learning, they will not receive instruction from their designated in-school learning teacher. They will be assigned an at-home learning teacher who will be responsible for a specific group of students that have chosen at-home learning. Also, depending on the numbers and resources in both in-school learning and at-home learning for K-8 students, it is highly unlikely that we will be able to accommodate transfers between the learning options during the first quarter (August 31st -November 6th). This would cause significant staffing challenges, as well as a disruption in learning for students who would be required to transition to a new teacher and to a new method of instruction (Updated August 28/20).

STUDENT WELLNESS

- Support for students, offered by our School and Family Wellness Worker (Allyson Vanimpe: allyson.vanimpe@crps.ca), Right from the Start (Megan Jenniex: megan.jenniex@crps.ca and Kat Wiebe: kathleen.wiebe@crps.ca), will be maintained at BES. Universal and targeted strategies will be provided for students who might encounter an increased anxiety level in this new learning environment.
- [Parents who have questions or concerns about their child using alcohol-based hand sanitizer should contact their school administration to discuss potential alternatives \(pg. 4 guidance doc\). \(Updated August 28/20\)](#)

FOOD SERVICES

- Activities that involve the sharing of food between students or staff are not permitted.
- Fundraising activities will be delayed (this includes Hot Lunch).
- Protocol for lunchroom supervisors:
 - Will wear masks
 - Will wash hands between touching students lunch containers (ie:assisting students to open them)
 - Supervisor will supervise two cohorts side by side during half of lunch or in between garage doors
- Food for Learning (FFL) will be adjusted to meet the current health directives and will still be offered starting the week of September 14th. [Food services establishments should follow the Alberta Health restaurant guidance posted here \(updated August 28/20\).](#)
- Students will not have access to microwaves until further notice.
- Parents please send containers that students can open independently.
- Students will eat at their desks. Students will be taught to not place any food items directly on the desk surface.
- Waste and recycling will go home.

RESPONDING TO ILLNESS

- Should a student display illness symptoms while at school, we will contact parents immediately and the child will be placed in the school's infirmary until they are picked up which must be within **one** hour.
- Staff in contact with the child will follow the strict guidelines of using PPE and sanitary measures.
- Students cannot be placed on the bus when sick. If a parent is not able to pick up their child, they must designate an emergency contact for student pickup. Within

the Alberta Government's pandemic response, this is a responsibility that families must adhere to.

- Classroom-based learning may continue and students/staff with no symptoms do not need to be sent home or quarantined if there was a symptomatic-only individual in the school, NOT a confirmed case of COVID-19 (outbreak doc).
- 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 and the CRPS district office, regardless of the COVID-19 test results for each individual (Updated, August 28/20).

Demonstrating Clearance to Return to School

In order for school re-entry to be successful, all students, families and staff must work together to minimize risks. Please use the [COVID-19 Self-Assessment Tool](#) to determine whether your child needs to be tested for COVID-19. If your child has tested positive for COVID-19, you or your child will not be required to provide a formal document that shows evidence of a negative test result. You are legally required to [isolate](#) for a minimum of **10 days** if you have tested positive for COVID-19. The isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer. [Students can return to school when they have followed the Alberta government's requirement related to isolation.](#)

Students with Pre-Existing Conditions

- Parents will be required to provide updated information on their children's pre-existing conditions on the **CRPS Annual School Demographic Update/Verification 2020/2021** digital form at the beginning of the school year. Please make sure that this is done by **August 28**.
- Individuals who have allergies or ongoing health issues that exhibit as COVID-like symptoms **must** be tested at least once according to Alberta Health Services Guidelines before they return to school for the new school year. [Please call or email your child's school, prior to the first day of classes, to let them know that this testing has been completed and to notify them of the results if they are negative. A formal document does not need to be provided. Schools will keep a detailed record of this contact \(updated August 28/20\).](#) This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared **before returning to school**. Schools will track typical symptoms that may be confused with COVID-19 for students in PowerSchool as they would with other medical conditions.

STUDENT TRANSPORTATION

- As the division plan states, students will be assigned seats on the school bus and a record of the seating plan will be kept in order to assist with contact tracing. The first bench seat behind the driver will remain empty and there will be a limit to the number of students per bench unless from the same household (preferable) or cohort. A log of student riders will be kept each day.
- **All students are required to wear a mask while riding the bus.** Bus drivers will wear a non-medical mask, face shield, lab coats and gloves during unloading and loading due to the inability to implement physical distancing.
- There is **one bus from Lake Louise coming to BES. As of September 8, students will board the bus upon dismissal.**
- Students are encouraged to continue biking or walking to and from school.
- Students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19. If a child becomes symptomatic at pick up or during a bus trip, a mask will be made available. The driver will contact the transportation office immediately who will then contact the school to inform the school of which child is ill. The child will remain on the bus until they reach their school. The school will then isolate the student upon arrival and call parents to pick up as soon as possible.
- There will be increased frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails. Electrostatic sprayers will be obtained to disinfect the buses regularly. Airflow on buses will not be set to recirculate.

Thank you for familiarizing yourself with our BES Re-entry Plan to ensure the safety of all students, staff and families. Should you have any questions, please contact nadine.trottier@crps.ca (Principal) or jody.keon@crps.ca (Assistant Principal).



Nadine Trottier, Principal



Jody Keon, Assistant Principal