



Dear Parents/Guardians,

The staff at ERS are extremely pleased to open our doors to you again this fall and welcome parents and students! The following contains important information we ask you to read in order to ensure the safety of your children. In order to ensure a smooth, calm and safe start up, we will be staggering our entry for grade one to grade three. Half of each class will attend on August 31st and the other half will attend on September 1st. Then the entire class will be together on September 2nd until the end of the school year. You will receive confirmation of your child's start date and teacher this week. Staggered entry for Kindergarten has also been arranged (parents will soon receive notification of their entry day shortly).

Our school re-entry plan has been created within the guidelines of the Alberta Government and aligns with the CRPS Divisional Re-entry Plan. You can find the Divisional re-entry plan by following this [link](#)** for more details, as this document will focus more on the specifics of the ERS 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 ERS, we are a COVID-aware environment. The categories below will explain in more detail how we plan to create this COVID-19 aware environment.

We are all in this together to help support student learning and to make learning fun.

Thank you for your support.

Brian Wityshyn, Principal
Elizabeth Rummel School

First Day of School (August 31st and September 1st)

Kindergarten students will have a scheduled staggered entry this first week back. Parents will receive their scheduled times and details for how this will work via email shortly.

Staggered Entry for Grade 1 to 3 Students:

If your child's last name is between A-J your child will start on August 31st.

If your child's last name is between K-Z your child will start on September 1st.

Families will be notified of their child's classroom placement through Parent Portal on Friday, August 28th. Class lists will also be available on August 31st outside the school.

Arrival:

(Doors open at 8:10am)

Bus to School:

Buses will be dropping off students at the front of the school starting at 8:10 a.m. Only one bus at a time will be unloaded. Mr. Wityshyn and another staff member will be at the front greeting the students as they come off the bus and helping them find their doors. Students will then make their way through their designated doors practicing social distancing. There will be staff members with supervision vests at each of these entrances to help students find their new classes. Students will go directly to their classroom and meet their new teacher.

Grade One Doors - (Side doors beside Cougar Creek Drive)

Grade Two Doors - (Tarmac area behind school - Right side doors)

Grade Three Doors - (Tarmac area behind school - Left side doors)

Walking or Biking to School:

Lock your bike in the bike lock area and proceed to your grade-level door.

Being Dropped off by a parent/guardian:

You can drop off your child at the grade door. **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.

All doors will be **locked at 8:30 a.m.** If your child is late and the doors are locked, they are to use the doorbell at the front entrance and the administrative assistant will let them in and direct them to their class.

In Class:

Students will remain with their class and homeroom teacher for the remainder of the day. During the first week of school, teachers will instruct students on:

- Proper hand hygiene
- Respiratory etiquette (sneeze in tissue or elbow)
- Proper use of masks
- Proper use of hand sanitizer
- How to maintain physical distancing
- Illness protocol - self checklist ([Self-Screening Questionnaire](#))
- Student arrival/departure protocols
- Movement about the building (eg. washroom protocols, movement breaks, lunch and recess breaks)
- Review the process of walking in the hallways - “Smooth Movers”
- Seating plans will be created
- How to maintain and organize your personal space
- Practice social distancing

Recess:

Morning Recess breaks will be staggered among the classes starting at 10:00 a.m. - 10:15 a.m. and then again at 10:20 a.m. - 10:35 a.m. There will also be set zones for each cohort that will alternate throughout the week. Classes will be assigned to these zones and must remain in their cohort at all times.

During recess play, students will be allowed as of [October 5, 2020](#), to play on the big toy as per our divisional directive. One cohort per day will be allowed to play on the big toy equipment to start. Students and staff will begin to use sports equipment during physical education classes, as well as during physical education activities at recess and lunch breaks. Each cohort will have designated equipment for their use.

Lunch Break:

Students are to bring their own lunch and snacks. There will be no sharing of food. Students will eat at their desks. Students are also expected to bring a water bottle that they can refill at the water fountains.

Lunch breaks will be scheduled and staggered throughout the day. Half the students will eat lunch in their classrooms from 12:00 - 12:30 while the other half will be outside for recess. Then half the students will eat lunch from 12:30 - 1:00 and the other half will be outside. (There will be a transition time built in so the groups are not crossing over). Supervision will be provided by the homeroom teacher and/or a lunchroom supervisor.

The play structures on the hill will be off limits during the school day as it can not be daily cleaned.

Departure:

At the end of the day, students will be dismissed in staggered stages to maintain physical distancing and safety.

If you wish to pick your child up, you can do so on the tarmac or by the designated grade doors. Please remember to practice social distancing.

Note: These routines will be continued throughout the school year once everyone gets settled.

Screening

Please use this [Screening Questionnaire](#) to self-screen daily. Keep your child home should they display any symptoms. Parents must immediately inform school administration if a child tests positive for COVID-19. 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 [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19. **NOTE: Based on the recommendations by AHS, it is not mandatory for students in kindergarten to grade 3 to wear a mask.**

Students with Pre-Existing Conditions

At the start of the school year, parents will be required to provide updated information on student's pre-existing conditions on the Annual School Enrollment Update/Verification 2020/2021. Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once *prior to the start of school*, according to Alberta Health Services Guidelines. 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. 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. Schools will track typical symptoms that may be confused with COVID-19 for students in PowerSchool as they would with other medical conditions.

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](#).

General Hygiene Protocols:

Outlined below are some of the hygiene protocols at ERS that are put in place to help maintain safety at our school.

- Each student and staff member will be provided with a personal sanitizer bottle with carabiner. Refill stations are available within the school.
- Hand sanitizers have been placed in high traffic areas: by bathrooms and entrances. Numerous washrooms will also be available for hand washing.
- Sanitization posters are posted at all entrances, classrooms, and common areas.
- How to wash your hands posters are posted in all classrooms and washrooms.
- Students will not be using the bootrooms. All outdoors shoes will be kept with them in their classroom by their desk.
- Students demonstrating COVID 19 symptoms will wait in the first aid room at the office for pick up by parents. Pick up of students must be in accordance with the protocols outlined in the CRPS return to school plan.
- Areas where sick students/staff will stay until awaiting pick up will be sanitized after they vacate the area.
- ERS will maintain ongoing records to assist with contact tracing (seating plans, people in and out of the building).
- Interactions between cohorts will be minimized where possible
- Physical distancing of desks will try to maintain the 2 meter distance recommendations as best as possible.
- Foot traffic flow through entrances and hallways will be guided by using floor tape on the floors.
- ERS will not be open to community use in the evenings or weekends. The only exception is with the JK and Before/After School Programs.
- Students will not be working in public spaces such as the **Learning Commons/Tinkering Lab area or the Library**.
 - The protocol to access library materials and resources will be as follows, based on provincial recommendations:
 - * Staff will submit a request for the resources and 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, they will sit for three days and then be put into circulation.
- If a child has to leave for an appointment, they must sign out at the office, the parent will pick them up at the front entrance. If they were to return, they must have completed another screening questionnaire before entering the building.
- Fire Drills/Hold and Secure Drills will need to be practiced in a manner to maintain social distancing. In the event of real events, moving students out of the school in an expedient manner will take precedence over social distancing.
- Daily cleaning has been 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 are not present.

- ERS has removed all communal items that cannot be easily cleaned such as newspapers, magazines, fabric, and soft items such as stuffed toys.
- Items such as books and puzzles should not be moved between rooms and should stay within each cohort room only as they cannot be fully cleaned and disinfected between cohort uses.
- Students should not bring toys or stuffed animals from home.
- Physical Education will take place outside when possible. **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).**

Sanitization

- ERS will post signs encouraging good hand hygiene and respiratory hygiene.
- All staff will use hand sanitizer or wash hands before and after using the photocopier or other shared equipment
- Students, staff and service providers are required to perform hand hygiene when entering and exiting the school and when moving between areas within the building;
- Everyone will 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
- Minimize the transportation of items between home and school. Items brought back and forth will be cleaned at drop off and pick up and not used by anyone else.
- Leave classroom doors ajar so as to minimize contact with door knobs and increase ventilation, if possible.

PPE- Personal Protective Equipment

- From K-3, face masks are not mandated for students. However, each student will be provided with two masks and if families choose to have their child wear a mask, they are permitted to do so.
- Mask use is mandatory for all school staff. Staff will be required to wear masks in all settings where physical distancing cannot be maintained and in all shared and common areas, such as hallways.
- **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.**
- Staff will wear a mask, gloves, a face shield and a lab coat when working with a student who has symptoms and are waiting to be picked-up. . Staff will follow recommended hygiene procedures.
- Students will not be provided with a mask unless they develop symptoms during the day. If a child develops symptoms while at the school they will be asked to wear a non-medical mask if they are able to and be isolated in the sick room until a parent can pick them up.

Exemptions to mask requirements 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 mental or physical concern or limitation.
- Persons consuming food or drink in a designated area.
- Persons engaged in physical exercise.
- Personal 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.
- Spaces where physical barriers have been installed between persons.

Masks should not be worn by anyone who is unable to remove the mask without assistance (e.g. due to age, ability or developmental status). School administration should be informed of the exemption and should ensure adherence to the other public health measures.

Cohorting

- **The direction from the Chief Medical Officer of Health for Alberta has stated that cohorts must be maintained at all times where possible. A cohort is defined as a group of students and staff who remain together.**
- At ERS, we will have 15 classes from kindergarten to grade three.
- Students will remain with homeroom teachers, with the exception of when a specialist will come in once per week to teach music or French for four consecutive blocks.
- Physical Education is taught by the homeroom teacher and is encouraged to be taught outside where possible.
- Students will remain in their cohorts during morning and lunch recesses.
- Cohort seating should be in rows whenever possible. Only in kindergarten will there be students seated four at a table.
- Cohort intermingling will be minimized.
- Students with exceptional and/or diverse learning needs:
 - EAs, Learning Support Teachers, and others providing learning supports, as much as possible, will work with a designated cohort of students as defined above. Staff *will* wear a mask and face shield when working with individual or small groups (from the same cohort) and use shield dividers between them. Staff must follow recommended hygiene procedures.

Supporting Students Who Require Individual/Specialized Support and/or Medically Fragile Students:

- Students with exceptional learning needs will continue to be intentionally included in the learning of the whole classroom with support and according to their Individualized Program Plan. Educational Assistants, Learning Support Teachers, and others providing learning supports, as much as possible, will work with a designated cohort of students.

- In situations where physical contact is required to support students with exceptional learning needs, staff must wear protective eyewear (e.g. face shield), a non-medical mask, gloves and a lab coat.
- In situations where staff are working with medically fragile students or students who are immunocompromised, staff must wear protective eyewear (e.g. face shield), a non-medical mask, gloves and a lab coat which will be provided by CRPS.
- If a child must leave their class for the purposes of self-regulating they will remain with their designated staff member and the staff member will make every effort to ensure that the student will not be in contact with other cohorts.

Student Wellness

- Support for students, offered by Right from the Start (Kate Rive), will be maintained at ERS. Universal and targeted strategies will be provided for students who might encounter an increased anxiety level in this new learning environment.

Responding to Illness

- ERS has two infrared thermometers. Students and staff who present with symptoms during the school day, will have their temperature taken.
- If a student presents with symptoms during the school day, parents will be contacted immediately to pick up their child. Your child will be placed in the sick room until they are picked up. Students cannot be placed on the bus. Only one adult will enter the isolation area to attend to the needs of the child.
 - The student will be provided with a mask to wear until they are picked up.
 - If the student requires close contact while awaiting pick up a staff member should provide the care. That staff member will wear personal protective equipment while providing the care
 - Mask, face shields, gloves and lab coats will be used if the staff member is required to have very close contact
 - Proper measures such as hand washing will be used before and after the wearing of PPE
 - Personal items of the student will be handed to the parent/caregiver in a plastic bag
- Students who present with symptoms must be tested for COVID-19 and found to be negative before they can return to school. Parents must inform the school prior to students returning to school.

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](#).

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.
- 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).

Food Services

- Activities that involve the sharing of food between students or staff are not permitted.
- 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. Water Fountains are prohibited.
- Fundraising activities will be delayed (this includes Pizza Days).
- The milk program will be postponed.
- Protocol for lunchroom supervisors:
 - Will wear masks
 - Will wash hands between touching students lunch containers (ie: assisting students to open them)
- FFL (Food for Learning) will be adjusted to meet the current health directives.
- 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.

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.
- 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.
- 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 ERS Re-entry Plan to ensure the safety of all students, staff and families. Should you have any questions, please contact brian.wityshyn@crps.ca.

Brian Wityshyn
Principal