



DEVON CHRISTIAN SCHOOL COVID-19 POLICIES AND PROCEDURES

Scenario 1: Near Normal Operations

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Introduction/Purpose of Document:

Devon Christian School is committed to the health and safety of its students, staff, and community during the COVID-19 pandemic. Alberta Education has outlined three scenarios for school re-entry in the fall, including:

- Scenario 1: In-school classes resume, near-normal operations with health measures
- Scenario 2: In-school classes partially resume with additional health measures
- Scenario 3: At home learning continues, in-school classes are cancelled

This document has been developed to support the safe re-entry to school for the 2020/2021 school year, under Scenario 1, near normal operations, as defined by Alberta Education and Alberta Health Services.

Audience:

This document is intended to communicate key re-entry principles to Devon Christian School's parents, Devon Christian School's staff, Devon Christian School's board, Alberta Education, and Alberta Health Services. The policies and procedures apply to all parents, students, teachers, assistants, staff, volunteers, and visitors.

Timeline:

This document has been created during the COVID-19 pandemic. The document will be applicable beginning September 8, 2020 and will remain active for the 2020-2021 school year or until administration announces that it is no longer active. This document may change with time, dependent on the latest government guidance.

Guiding Principles of Document:

This document was prepared in accordance with the following key principles:

- Student and staff safety are a key priority.
- Student learning and interaction with peers during the pandemic is essential.
- Risks of COVID-19 spread should be minimized whenever possible.
- Devon Christian School staff, parents, and students are all partners in keeping our community safe; we are in this together.

ARRIVAL AND DISMISSAL

Purpose:

To reduce the risk of transmission of COVID-19 by outlining arrival and dismissal procedures.

Procedures:

1. Parents must ensure their children do not have:
 - Fever - Typically, a child has a fever when his or her temperature is 37.5°C (99.5°F) or higher. In most adults, a temperature above 38.3°C (101°F) is considered a fever.
 - If students have the symptoms of a cold, flu, or COVID-19 including a cough, sneezing, runny nose, sore throat, and fatigue you must stay at home. Please inform staff of allergies or pre-existing conditions that may result in similar symptoms.
 - A full version of the screening tool can be found at:
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>
 - The same assessment must be taken by any parent who is considering entering the school.
2. Staggered arrival and dismissal times
 - Administration will set up a plan for staggered arrival and dismissal times as needed.
 - If necessary, the school will utilize multiple entrances to maintain physical distancing.
3. Upon arrival
 - During the morning drop-off, students should be dropped off in the parking lot in the drop-off zones. The parent and/or guardian should remain in their vehicle during drop-off. There will be a staff member outside to help guide the children into the school.
 - If children arrive early, they may physically distance outdoors until the doors open at 8:10 am. A staff member will allow the students to enter the school safely.
 - Once the doors are opened, students will place their shoes on the designated shelf and will try to stay two meters apart from others where possible. Staff will supervise and encourage physical distancing as students proceed through the hallway to their lockers and classrooms.
 - Everyone must cleanse their hands using an alcohol-based hand sanitizer that contains at least 60% alcohol or wash with soap and water.

- Students will also be expected and encouraged to follow proper respiratory etiquette (coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash, etc.).
4. Upon dismissal
- Everyone must cleanse their hands using an alcohol-based hand sanitizer that contains at least 60% alcohol or wash with soap and water.
 - Students will be dismissed safely in small groups, starting with bus students, followed by each class, starting with kindergarten class, and moving up through the grades.
 - Parents should wait in their vehicle in the designated areas.
 - There will be a staff member outside during dismissal times.

PARENTS AND VISITORS

Purpose:

To ensure that parents and visitors enter the school safely.

Procedures:

1. All parents and visitors to the school will be asked to use the self-screening tool before entering the school. If a parent or visitor answers yes to any of the questions, the individual may not enter the school.
2. Masks must be worn by all parents and visitors.
3. In keeping with security measures already in place, a record of all visitors will be kept.
4. Parents will be permitted to enter the school on a limited basis. A grace period for new families to the school will be extended during the first few weeks of school. After this point, it is expected that families will remain in their cars during drop-off and pick-up.
5. Devon Christian School recognizes that certain visits are necessary and unavoidable and request that parents plan their visits to the school during non-rush periods (Rush periods to avoid: 8:00 am - 9:00 am and 2:30 - 3:00 pm). Some acceptable reasons to visit the school building include drop-off of medications or lunches and mid-day pick up of students for appointments.

6. Parent volunteers will be limited inside the school building at the beginning of the school year. We will review this as the year progresses and may choose to allow more parent volunteers later in the year if the activity allows for physical distancing.

SANITIZING AND DISINFECTING

Purpose:

To ensure that proper sanitation and disinfecting is taking place daily and prior to new cohorts using a shared space.

Procedures:

1. Wear disposable gloves for all cleaning processes.
2. Areas that will require sanitizing and disinfecting include high touch areas and surfaces that will need to be sanitized regularly:
 - Tabletops
 - Desk Surfaces
 - Light switches
 - Doorknobs
 - Sink taps
 - Toilet handles
3. Cleaning electronics such as tablets screens, keyboards, remote controls, etc.
 - Ensure students wash their hands prior to using any electronics, especially keyboards as they are the hardest to clean.
 - Ensure all electronics are wiped down before and after use.
4. Cleaning classrooms during snack or lunch time
 - All surface areas used for eating or food preparation must be sanitized before and after eating.
 - Student's desks must be sanitized before and after all meals and snacks.
 - Students and staff must bring their own personal labeled water bottle to avoid cross contamination of the drinking fountains. Water fountains may be used for refilling water bottles only.
5. Disinfecting at the end of each day and between cohorts
 - All classrooms and common areas must be disinfected at the end of each day.

- All high touch areas must be disinfected in the following areas prior to the new cohort entering the space.
 - i. Classroom
 - ii. Gym
 - iii. Washrooms
 - iv. Common areas

HEALTH AND HYGIENE

Purpose:

To reduce the risk of transmission of COVID-19 by outlining environmental changes that encourage hygiene safety.

Procedures:

1. Ensure Proper Ventilation to Expel Pathogens and Disinfectant Fumes:
 - Open windows and doors, use fans, or employ other methods to ensure good circulation of air flow. These methods should not be employed if doing so poses a safety or health risk by allowing pollen or other allergens to exacerbate asthma symptoms or cause irritation.
2. Water Fountain Safety:
 - Students and staff must bring their own personal labeled water bottle to avoid cross contamination of the drinking fountains. Water fountains may be used for refilling water bottles only,
3. Student/Participant Belongings Stored in Secure and Sanitized Locations:
 - Students belongings will be stored in a locker and/or bins.
 - Toys or stuffies from home are not allowed at school.
 - All food or snack items brought in from home should be kept in designated storage areas, and must not require microwaves, refrigerators, or ovens. Students are not permitted to share their food with their peers.
4. Washroom Safety
 - Washrooms should always be maintained in a clean and sanitary condition, and will be cleaned and disinfected regularly.
 - Dispose all soiled materials immediately before exiting the washroom in contactless waste receptacles.
 - Physical distancing can be facilitated by staggering entry into washrooms.
 - Proper hand hygiene must be enforced after washroom usage.

5. Masks

- Recently the Alberta government mandated mask use for students in Grades 4 to 12 where physical distancing cannot be maintained or if they are not with their cohort class. (shared and common areas such as hallways and on buses)
- Exemptions can be made for students who are unable to wear a mask due to medical or other needs. A doctor's note is required.
- Mask use for kindergarten to Grade 3 students will continue to be optional. Mask use for younger children is a challenge due to difficulties with proper fit and compliance. In addition, evidence shows that children under 10 may be less likely than older children or adults to transmit COVID-19.
- Masks sent with students must respect the character and nature of the school.

IDENTIFICATION OF POTENTIAL COVID-19 ILLNESS

Purpose:

To increase diligence and awareness for the identification of symptoms of COVID-19 at any point during the day.

Procedures:

1. All staff and parents must be acutely aware of the symptoms of COVID-19 as outlined here. If you have the symptoms of a cold, flu, or COVID-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home.
2. If a student becomes symptomatic during the school day, they will follow hand hygiene and wait in the front office or staff room for their parent and/or guardian to pick them up. It is the expectation that the student will be picked up within two hours. Devon Christian School staff encourage parents to have an additional emergency contact available for pick-up if parents both work and are not able to pick-up within two hours. Parents should then complete the [COVID-19 Self-Assessment for Albertans](#) online, to identify whether or not COVID-19 testing is required for their student. If the assessment indicates that testing is required, the student must be tested, and results received before returning to school. If the student is tested and cleared to return to school, parents must send the test to the school. Once the symptomatic individual has left the school, all surfaces, and areas with which they have come into contact with will be disinfected.

3. Alberta Health Services' COVID-19 Guidelines:
 - Individuals are legally required to isolate for a minimum of 10 days, or until symptoms resolve whichever takes longer, if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing health condition or if you test positive for COVID-19.
 - If you tested negative and have no known exposure to the virus, stay home until your symptoms resolve.
 - If you tested negative and have had an exposure to the virus, you are legally required to quarantine for 14 days from the exposure date.
 - If any individual you have close contact with has tested positive for COVID, you must isolate following appropriate Alberta Health Services guidelines.
4. If an individual is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services will be in contact with the school to provide the necessary public health guidance. Employers should work cooperatively with Alberta Health Services to ensure those potentially exposed to the individual receive the correct guidance.
5. The school will be informed of the results of COVID-19 testing.
6. Parents will be notified if a case of COVID-19 is confirmed at school.
7. If a student is required to isolate based on the Alberta Health Services guidelines, the teachers will provide as much home learning support as possible through emails, phone calls, FaceTime, Zoom, etc. If an entire grade must self-isolate due to COVID-19, remote learning will occur during the isolation period.
8. It is recommended that individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms be tested at least once according to the Alberta Health Services Guidance. This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline) the individual must stay home and be tested and cleared. Devon Christian School will track typical symptoms that may be confused for COVID-19 (allergies, illnesses requiring medication during school day, etc.).
9. Impact on the school when an individual tests positive for COVID-19 is as follows:
 - The school will need to close for a period (up to 72 hours) until a full deep clean with proper disinfecting is completed by a volunteer deep clean group.
 - At home learning will be provided by Devon Christian School staff.

OPERATIONS AND PHYSICAL DISTANCING

Purpose:

To reduce the risk of transmission of COVID-19 by outlining physical distancing and hygiene procedures.

Procedures:

1. Implement Cohort Procedures

- To reduce the risk of viral transmission and cross contamination, the school will utilize cohort and smaller assigned groupings that need to be communicated to staff in advance of student arrival. A cohort is defined as a group of students and staff who remain together. At Devon Christian School a cohort will typically be a homeroom class.
- As much as possible, the cohort groups will stay in the same space, and teachers will move between spaces.
- Contact tracing is also more feasible when cohorts are maintained.

2. Ensure Adequate Distance in Spacing and Seating

- Due to the school's extensive entry protocol and hygiene procedures, the facilities will be considered "safe zones" as outlined by Alberta Education; therefore, 2 metre physical distancing measures within the small groups within a cohort, will not be mandatory, however maintaining as much distancing as possible is encouraged between small groups within a cohort.
- The performance of proper hand hygiene are mandatory procedures.

3. Bussing

- Devon Christian School's bussing program will continue based on the demand for service.
- Cleaning protocols will be implemented between each trip.
- Bus drivers will be expected to wear a mask when they cannot follow social distancing guidelines.
- Devon Christian School will implement a seating plan, where all family members sit near each other. Where possible, one seat will be between each family.
- The drivers will load the first students on the bus starting at the back, moving to the front through later stops.
- Once at the school, staff will unload the bus from front to back. This will prevent students from passing one another on the bus.
- After school, busses will be loaded with the last stop at the back of the bus, and the first stop in the front, again ensuring that students do not pass one another when loading or unloading.

- Students grade 4 and up must wear a mask on the bus if social distancing cannot be arranged between family and/or cohort groups.
4. Omit or Adapt the Usage of Communal Spaces and Activities
 - Any activities that unnecessarily requires the crowding of students or staff should be omitted from programming or adapted so that distancing measures can remain in place.
 - Communal spaces such as the gym, sanctuary, and library space will be scheduled.
 5. Using One-Way Movement in Common Areas
 - Encourage students and staff to walk on the right-hand side of the common areas.
 - Staff can encourage adherence to these pathways using dances, songs, or other fun and memorable methods.
 - Scheduling communication should always be clear among staff to prevent confusion and collision of cohorts or small groupings.
 6. Omit or Adapt Activities that Require High Touch Equipment
 - High touch communal items should be removed from facilities or adapted to be reusable or one-time use.
 - Activities that involve high touch equipment should be adapted so that such activities can commence without the need for these items. If this is not possible, all items need to be disinfected between uses.
 - Each cohort, or even each student, should be given a set of items to be used solely by each cohort or student.
 7. Use Contactless Greetings
 - Students, parents, and staff are encouraged to greet and communicate in ways that do not involve contact with others, always maintaining a safe distance between all individuals in every interaction.
 8. Recess
 - Devon Christian School staff will ensure an orderly exit and entry during recess, using dedicated doors. Students will be required to sanitize their hands when leaving for recess and returning to the classroom. Supervisors will encourage students to physically distance as much as possible during the recesses. The playgrounds will be available to the students.
 - Cohort groupings may be used for recess.

EDUCATION PROGRAM CHANGES

Purpose:

To ensure parents and students are aware of some of the programming changes.

Procedures:

1. Courses/Subjects - Devon Christian School will maintain its commitment to high quality, Christ centered education during the pandemic. All subjects will continue to be taught under Scenario 1. Some activities may need to be modified.
2. Physical Education - Physical education classes are encouraged to be outside, weather permitting. Students will continue to use the gymnasium for physical education as well. At the beginning of the year, activities in the gymnasium will focus on units that do not require close contact.
3. Music - Except for singing inside, music will proceed. Physical distancing of two metres between the class and the teacher will be required during lessons. Students will be assigned their own musical instrument. If this is not possible, instruments will be disinfected between each student.
4. Field Trips - As per Alberta Health Regulations, all field trips and activities requiring group transportation are postponed at this time.
5. Clubs - Extra-curricular clubs or programs can continue if they are able to maintain physical distancing. Touched surfaces must be disinfected after meeting. Clubs that cannot maintain physical distancing are cancelled until further notice.
6. Students Who Require Individual/Specialized Support - Devon Christian School will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) and Differentiated Learning Goals (DLG's) using a variety of approaches. Specialized supports, such as occupational therapists and speech-language pathologists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. It is expected that many of these professionals will need to wear various personal protective equipment to minimize risks.
7. Supporting the Mental Health of our Community - Devon Christian School staff recognizes the negative effect on mental health that this pandemic has had for our students, families, and staff. Devon Christian School staff will continue to leverage its existing mental health supports throughout the pandemic. Parents will also be emailed information from Alberta Health Services, as it is received by Devon Christian School staff.

STAFF

Purpose:

To outline COVID-19 staff guidelines to keep students, parents, and co-workers are safe.

Procedures:

1. Staff are expected to complete COVID-19 self-assessment before going to work.
2. If COVID-19 symptoms are present, they must stay home and arrange for testing immediately, so that they may get tested and return to work as soon as they have received clearance from Alberta Health Services to do so.
3. Internal coverage of ill staff members is encouraged where possible.
4. Devon Christian School employees must wash their hands regularly and follow proper respiratory etiquette.
5. If an employee becomes sick while at work, they should leave the school and arrange for immediate testing. Once a sick individual has left the workplace, all surfaces, and areas with which they may have come into contact will be disinfected.
6. As per direction by Alberta Health, physical distancing will be required in shared spaces such as the staffroom, hallways, and classrooms. All staff will be required to wipe down high touch surfaces that they use in the staffroom or meeting areas before it is used by another member of staff (e.g. microwave touch panel, toaster, coffee maker).
7. Physical distancing is expected at all meetings.
8. It is an expectation that all staff will model appropriate hand hygiene and physical distancing practices to the students throughout the day, and encourage students to adhere to these practices.
9. Masks will be worn by staff if they cannot follow social distancing guidelines.

FOOD PREPARATION AND DELIVERY *(If hot lunch continues later in the school year.)*

Purpose:

To ensure all food items have been properly washed and prepped for safe consumption.
To ensure safe food consumption when transporting meals or goods.

Procedures:

1. Kitchen hygiene, protection, and kitchen cleaning prior to and during food preparation:
 - All individuals using the kitchen must wear a mask and gloves during food preparation.
 - All individuals using the kitchen must wash their hands before food prep and after removing gloves.
 - Sanitize countertops, cutting boards and utensils before and after preparing food. Use a kitchen sanitizer (following the directions on the container) or a bleach solution (5 ml household bleach to 750 ml of water), and rinse with water.
 - Use paper towels to wipe kitchen surfaces, or change dishcloths daily to avoid the risk of cross-contamination and the spread of bacteria and avoid using sponges, as they are harder to keep bacteria-free.

2. Delivering food items safely:
 - All individuals using the kitchen will wash their hands prior to food delivery.
 - Practice social distancing when delivering food.

Appendix A

Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child attending the program, have any of the below symptoms:	YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

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.

If you have answered "**No**" to all the above questions, you may attend school.

Appendix B - Definitions

1. **Cleaning:** To clean something means to remove all the visible contaminations on the surface, including dirt, spills, food particles, dust, etc., by washing, brushing, or wiping the area. This process is surface level and does not eliminate germs but can help reduce their numbers. This is the first step in the cleansing process.
2. **Sanitizing:** Means to reduce the number of microorganisms like bacteria, viruses, and fungi on a surface after it has been cleaned. The sanitizer used must reduce the number of bacteria to the level that is deemed safe by the public health standards.
3. **Disinfecting:** To disinfect means to kill specific viruses and pathogens on a surface using a disinfectant. These cleaning agents must kill 99.999% of infectious bacteria, viruses, and fungi within a 5-10 minute period.
4. **Cleaners:** Removes germs, dirt, and impurities from surfaces or objects. Works by using soap/detergent, water, and friction to physically remove dirt and germs from surfaces.
5. **Hand washing:** Wash hands often with soap and water for at least 20 seconds.
6. **Respiratory Etiquette:** A term used to describe infection prevention measures to decrease the transmission of respiratory illness. Examples of respiratory etiquette include: cover nose/mouth with a tissue while coughing or sneezing, use a mask when coughing, use disposable tissues and discard after use, and use hand hygiene after having contact with respiratory secretions or practice coughing or sneezing into your bent elbow area.
7. **Cohorts:** A group of students (a homeroom class) and the staff members who are assigned to them. Cohorts remain together for the duration of the program.
8. **Cross Contamination:** Inadvertent transfer of bacteria or other contaminants from one surface, substance, etc., to another especially because of unsanitary handling procedures.
9. **Personal protective equipment:** Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses; (For example: gloves, masks, etc.)
10. **Point of Care Risk Assessment:** A tool developed by Alberta Health Services to assist in determining the appropriate personal protective equipment to be worn given the task, patient, and environmental circumstances.
11. **Ventilation:** The provision of fresh air to a room or building.

Appendix C - References

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19.html>
<https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-staff-faq.pdf>
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
<https://myhealth.alberta.ca/Alberta/Pages/cleaning-sanitizing-kitchen-toys-surfaces.aspx>
<https://www.albertahealthservices.ca/assets/info/ppih/if-ppih-ncov-2019-staff-faq.pdf>
<https://www.canada.ca/en/health-canada/services/general-food-safety-tips/produce-safety.html>
<https://www.webstaurantstore.com/blog/3208/cleaning-sanitizing-disinfecting.html>
<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-guidelines-proper-glove-use.pdf>
<https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-preschools.pdf>
<http://albertahealthservices.ca/topics/Page16944.aspx>
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
<https://www.albertahealthservices.ca/findhealth/Service.aspx?id=5823&serviceAtFacilityID=1077584>
<https://immunizealberta.ca/i-want-immunize/where-immunize>
<https://immunizebc.ca/what-you-need-know>
<https://www.canada.ca/en/health-canada/services/drugs-health-products/covid19-clinical-trials.html>

Approved By Board: August 15, 2020