



**COLLEGE HEIGHTS CHRISTIAN SCHOOL
COVID-19 RE-ENTRY HANDBOOK**

Scenario 1 – Near Normal Operations

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Introduction

Purpose of Handbook

College Heights 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 handbook 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 handbook is intended to communicate key re-entry principles to CHCS's parents, CHCS's staff, CHCS's board of directors, Alberta Education and Alberta Health Services.

Timeline of Handbook

This handbook has been created during the COVID-19 Pandemic. The handbook will be applicable beginning August 31, 2020, and will remain active for the 2020-2021 school year, or until administration announces that it is no longer active.

Where this handbook conflicts with another College Heights Christian School policy or procedure, this handbook will take precedence. This handbook may change with time, dependent on the latest government guidance.

Guiding Principles of Handbook

This handbook 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.
- College Heights Christian School staff, parents and students are all partners in keeping our community safe – we are in this together.

Handbook Structure

This handbook will outline measures as follows:

- Health Guidelines – new expectations for parents and students
- School Operations – changes to school operations to manage risk
- Educational Program Changes – changes to educational planning to manage risk
- Facilities Cleaning and Personal Protective Equipment – strategies to keep our facility and community safe during the pandemic
- Visitor Guidelines – expectations of visitors to the school
- Staff Guidelines – how our staff will be staying safe and encouraging our students to stay safe

Health Guidelines

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the CHCS Student/Parent COVID-19 Self Screening Questionnaire which is modeled off of the Alberta Health Questionnaire found in Appendix F before sending the child to school. CHCS has created a Google Form of this Alberta Health Questionnaire and completion of this form must be done for your child to enter the school. Once the questionnaire has been submitted, the results page will update automatically. Once we see that your child has been self-screened, we will allow them to enter the school. The same assessment must be taken by any parent who is considering entering the school. If the child or parent answer yes to any question in the questionnaire, they **must not** enter the school building. If the online questionnaire has not been completed and your child is trying to enter the school, we will have them wait in the office until we have contacted you to have you help us assess the wellness of your child before they can enter their classroom.

Parents must stay apprised of the latest list of symptoms for COVID-19, provided by Alberta Health Services. At the time of writing, symptoms include:

- Fever
- Cough
- Shortness of Breath / Difficulty Breathing
- Sore throat
- Chills
- Painful swallowing
- Runny Nose / Nasal Congestion
- Feeling unwell / Fatigued
- Nausea / Vomiting / Diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle/ Joint aches
- Headache
- Conjunctivitis (Pink Eye)

Student Illness at School

If a student develops or exhibits COVID-19 related symptoms while at the school, the student will be directed to the office. The student will be asked to wear a non-medical mask if they are able to, and be isolated in a sick room or a separate room if the sick room is already in use, or space that is 2 meters away from others.

Staff supervising symptomatic students will wear gloves, mask and face shield while attending the student, and adhere to strict handwashing techniques before and after.

The parent/guardian will be notified to come and pick up the student immediately. It is the expectation that the student is picked up within one hour. College Heights Christian School encourages parents to have an additional emergency contact available for pick-up if parents both work and are not able to pick-up within one hour.

All items the student touched will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, i.e., paper, books, cardboard, will be removed from the classroom and stored in a sealed container for 10 days (if not sent home with the student).

Parents must 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 evidence of the negative test to the school.

Confirmed cases of COVID-19

If there are cases of COVID-19 identified within school settings, College Heights Christian School's Zone Medical Officer of Health will work directly with the school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a class home or to close the school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at-home if they are required to self-isolate.

Students with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must 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. College Heights Christian School will track typical symptoms that may be confused for COVID-19 for students in PowerSchool, as is usually done with other medical conditions (ie: allergies, illnesses requiring medication during school day, etc).

Hygiene

College Heights Christian School will promote frequent and proper hand hygiene for students. Students must sanitize their hands before and after eating, when entering the building, when leaving the building, when entering classrooms, and when leaving classrooms. Hand washing with soap and water is required

if a student has visibly dirty hands. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds.

Hand sanitizer (approved by Health Canada) will be placed at entrances/exits, classrooms and high traffic areas. College Heights Christian School has chosen a non-alcohol based sanitizer because these hand sanitizers cause less skin irritation, are non-flammable, and pose less of a threat when accidentally ingested. To reiterate, the hand sanitizer being used in the school has been approved by Health Canada for effectiveness against COVID-19.

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing or sanitizing. Staff will encourage and model proper hand washing, sanitizing, and distancing measures for students to observe and place into practice.

College Heights Christian School's students will also be expected and encouraged to follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash), if they become symptomatic while at school. **No symptomatic students should be sent to school.**

School Operations

Physical Distancing

As much as possible, physical distancing between students will be maintained to minimize risk. However, there will be times when physical distancing will be unable to be maintained, which is why it is key that anyone showing symptoms stays home, then gets tested and cleared before returning to school.

Student Arrival and Entry

During the morning drop-off, students should physically distance outdoors until the doors open. It is perfectly acceptable and encouraged for students to wait in their vehicles until their doorway is open and ready for school arrival.

ECS to Grade 2 students will use the main front entrance of the school. Grades 3 & 4 will use the West gym entrance (facing the church). Grades 5, 8 & 9 will use the East facing doors near the end of the hallway of the school (the door that was used for the grades 5-9's last year). Grades 6 & 7 will use the South facing doorway, right next to their classrooms.

Once the doors are opened, students stop at the hand sanitization station and move through the hallways to their classes. College Heights Christian School staff will supervise and encourage physical distancing as students proceed through the mudrooms and hallways, to their classes.

To further help in the distancing of students upon arrival, a staggered entry plan will be followed. Please follow the proposed staggered entry listed below:

8:10-8:17 am - Family's A-F

8:17-8:24 am - Family's G-M

8:24-8:32 am - Family's N-Z

Students will enter the building from their assigned doors in an effort to minimize physical interactions with other classes. Diagrams outlining assigned doors will be sent before school starts.

All staff and students must utilize hand sanitizer when entering the building and before entering their classroom. Once in the school, students will head directly to their class. Lockers will only be used for storing outdoor clothing. Students will need to keep all of their school supplies / binders in the classroom.

Cohorts

As has been communicated by Alberta Health Services, the risk of transmission of COVID-19 is reduced by limiting exposure to others. In light of this, cohorting has been an encouraged form of practice. A cohort is defined as a group of students and staff who remain together. Contact tracing is also more feasible when groups (cohorts) are maintained. College Heights Christian school's students will be cohorted by classroom whenever feasible, and by grade during shared activities (ie: recess, lunch, Physical Education, Junior High Options, etc). As much as possible, the cohorts will stay in the same space, and teachers will move between spaces.

Hallways Density

To ensure physical distancing within the hallways, arrows have been implemented in high traffic areas to provide directional flow of traffic and safe distancing for staff and students.

Students will remain in homeroom classes as much as possible, with teachers moving between classes. There will be exceptions in some subjects. Students will still move classrooms for Physical Education, and in Junior High, students may also move for some options classes. It will still be the attempt of the CHCS administration to schedule as many classes to their own classrooms as possible. Bell times will be staggered when possible to reduce density in hallways.

During lunchtime / recess, students will use assigned doors to ensure minimum interaction outside of their grade level.

Large Gatherings

Typical large gatherings of students, such as assemblies or other multi-grade gatherings (ie: chapels) will not occur, if physical distancing of two meters between each student cannot be maintained.

Water Fountains

To help reduce the risk of the spread of COVID-19, our water fountains will be shut off. Signs will be posted to let students know that the water fountains are not to be used.

Please send your child to school with a water bottle.

Washrooms

Regular washroom access will be maintained. Washroom capacity will be reduced down to only 2 or 3 occupants at a time, extra stalls and sinks will be closed and students will be expected to wait in the hallway, while practicing physical distancing from each other, if the washroom capacity is exceeded.

Washrooms will be cleaned regularly. Signage will be placed about washing hands and physical distancing.

Classroom Set-up

In Scenario 1, physical distancing will be limited, with 20 to 25 students in each classroom. Furniture that cannot be sanitized will be removed and desks will be separated as much as possible, with assigned seating. Students will not share supplies. Desks will no longer be set-up in clusters; desks will be spread out as much as possible. Where table configurations require students to face one another, barriers (similar to plexiglass) will be placed between students facing one another. Soft, non-wipeable seating will not be accessible to students.

Shared School Technology

All shared technology, such as computers, chromebooks and iPads, will be sanitized between each use.

Recess

College Heights Christian School will ensure an orderly exit and entry during recess, using dedicated entry/exit 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 on a rotational basis with their cohort classes.

Food Sharing

No activities that involve sharing food should occur between students or staff. If students are eating snacks or lunches in classrooms, any food brought from home must be stored with the student's belongings until it is time for snack/lunch. Proper hand washing or sanitizing must take place before the consumption of food and after the food has been eaten. As well, desk surfaces will need to be cleaned and disinfected after eating.

Microwave Use

The elementary will be removing their classroom microwaves. Please send your child with a non-microwavable lunch. Some Junior High teachers may still use their classroom microwaves, with a careful disinfecting wipe down procedure after each use.

Reducing population density throughout the school

Floor markings are in place to provide directional flow and reduce congregating in high traffic areas. All public area seating is restricted and building access for parents and the general public is discouraged unless necessary.

All physical education classes are encouraged to be outside, weather permitting, and physical education curriculum will be modified to accommodate for distancing and to avoid sharing of equipment as much as possible. Additional hand washing before and after PE class will be practiced.

Gymnasiums / Locker Rooms

Students will continue to use the gymnasium for Physical Education. Junior High students who are needing to change for PE will follow the 2-3 person limit now being applied to our washrooms. Activities

in the gymnasium will focus on units that do not require close contact or sharing of equipment as much as possible. Organized court sports (e.g., volleyball, basketball) may occur within our class cohort groups, yet modifications to the game will be made to support physical distancing (such as playing 3 on 3 instead of 5 on 5). Whenever possible, Physical Education will occur outside instead of inside the gymnasiums.

Parking Lot – Pick-up Procedures

In keeping with Alberta Health guidelines for physical distancing, College Heights Christian School will be implementing a pick-up management procedure to help manage after school pick up.

There will be two “drive-through” pick-up zones to help speed up the end of day pick-up procedure. There will be a pick-up lane by our West gym entrance, the line-up of this pick-up lane will circle through the parking lot closet to the church. The second pick-up lane will be in our East CHCS parking lot. The line up for this pick-up lane will be along the curbside closest to the playground.

Students will remain in their classrooms until their ride arrives in the designated parking lot areas. Student families will be provided a special pick up “number” card that will need to be placed on the dash visible for the CHCS staff member to see (a family will be provided enough of these numbered cards so you can keep them in the vehicles that will be used to pick up your child(ren). Once you are in view of the staff member an electronic announcement will be signaled and the teacher will then be notified as to which student may be dismissed next. Students will exit the school from their designated doors using the hand sanitizing stations appropriately and they will be instructed to move quickly straight to the appropriate parking lot.

To assist in the pile up of cars during school dismissal, we will use a staggered pick up schedule.

2:55-3:05 pm - Family’s A-F

3:05-3:15 pm - Family’s G-M

3:15-3:25 pm - Family’s N-Z

Educational Program Changes

Courses/Subjects

College Heights Christian School will maintain its commitment to high quality, Christ centered education during the pandemic. All courses and subjects will continue to be taught under Scenario 1. Some activities will need to be modified, as outlined in the sections below.

At-home support

Any student exhibiting symptoms of COVID-19 must stay home. College Heights Christian School recommends that parents of these students complete the online COVID-19 assessment tool through AHS, to determine whether or not testing is required. To best support each student’s learning, College Heights Christian School recommends having students tested for COVID-19 as soon as possible. If the test comes back negative, the student can return to school, and scheduled learning. During the time off

for testing, teachers will provide support, similar to how they would have before the pandemic during a student absence. For as much as possible, student learning will be posted to Google Classroom. Resource links and information will be made available online to support the “at-home learning”.

If a student must self-isolate due to COVID-19, their teacher will provide as much support as possible. It should be noted that this support will not reflect the online learning that occurred in the Spring of 2020, but would instead represent the same level of support that a student would have received before the pandemic.

If an entire grade must self-isolate due to COVID-19, online teaching will occur during the isolation period, similar to the Spring of 2020.

Activity Planning

Where possible, activities will be modified to increase opportunities for physical distancing and reduce sharing of objects. Any activity involving shared items or equipment will be avoided where possible. If equipment must be shared, then all shared items must be cleaned and disinfected after each use.

Practice, rehearsals, and instruction of music and drama may proceed as long as the guidance for live music, dance, and theatre is followed.

- Music and drama performances in front of a live audience are cancelled at this time.
- Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering, shouting, or playing wind instruments must be postponed at this time.

The use of masks and physical barriers will allow students to sing within their cohort classrooms. Any sharing and singing as a school will be done through uses of technology such as pre-recordings or live zoom sessions from student group/leaders who are singing with the appropriate protective equipment within their cohort classes.

Field Trips

As per Alberta Health Regulations, all field trips and activities requiring group transportation are postponed at this time.

Junior High Options

Options will continue to be offered, but modifications will be required to align with Alberta Health guidance. Such as, for Drama, units will be modified to ensure that students are not in close proximity or touching one another. Students will need to bring their own props and costumes if necessary for assignments. For Outdoor Education, activities will be modified to promote distancing and disinfecting of shared equipment before use. For Art, activities will be modified to eliminate use of shared equipment whenever possible. When shared equipment is used, it will be disinfected between each use.

Extra-Curricular Clubs / Programs

Where extra-curricular clubs or programs can meet while maintaining physical distancing they can continue, as long as participants disinfect touched surfaces after meeting. Clubs that cannot maintain physical distancing are cancelled until further notice.

Athletics & Intramurals

College Heights Christian School is exploring possibilities for extra-curricular athletic activities and events within the context of current health measures. Intramurals are cancelled for the foreseeable future. Further information about whether or not other athletics programs can proceed will be provided when available. For grades 5-9, College Heights Christian School will follow the “mini-league” cohort guidelines for physical activity, which will allow us to pursue an after school *intermural* program to still give our students an opportunity to play sport and develop skills.

Supporting Students Who Require Individual/Specialized Support

College Heights Christian School will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) and Differentiated Learning Goals (DLGs) 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 in order to minimize risks.

Supporting the Mental Health of our Community

College Heights Christian School recognizes the negative effect on mental health that this pandemic has had for our staff, students and families. College Heights Christian School will continue to leverage its existing mental health supports throughout the pandemic. The Alberta Conference Office of Education has also applied for the Mental Health COVID-19 Community funding grant on behalf of all Alberta Conference schools, in order to provide more support to its community.

Facilities Cleaning & Personal Protective Equipment

Facilities Cleaning

A thorough cleaning of the facilities has taken place prior to re-entry and procedures are in place to ensure increased cleaning practices and efficiencies.

Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. door knobs, counters) inside and outside classrooms will be conducted. All washrooms and high-touch areas will be cleaned 4-5 times during the school day.

Each night, the entire school will be disinfected.

Additional custodial staff have been hired to accommodate the increased cleaning of the facility and cleaning logs will be kept and maintained to ensure the completion of all cleaning and disinfecting

protocols. An Electrostatic sanitizer has also been purchased to assist in sanitizing large areas efficiently and effectively.

College Heights Christian School has purchased two Electrostatic Handheld Sprayers that will be used as part of daily disinfection of materials, equipment, and will be used on our school bus, classrooms and offices.

Teachers and students will also be encouraged to sanitize their work areas regularly, and to wipe down any shared equipment or items after each use.

HVAC systems

College Heights Christian School has been replacing its HVAC systems as part of a multi-year capital plan over the past few years. College Heights Christian School will continue to replace end-of-life HVAC systems as required, and will continue maintenance as required to ensure adequate air-flow throughout the building.

Due to the uniqueness of the building of College Heights Christian School, we find ourselves in an advantage. Each of our classrooms and offices rooms are connected to a separate furnace and HVAC system. This will provide extra safety to our cohort groupings as their air flow will be limited to their own classroom and HVAC system.

Personal Protective Equipment Expectations

College Heights Christian School will follow AHS guidelines in regards to personal protective equipment and masks. AHS notes that *“In circumstances where 2 metres of physical distance is not possible (especially if the circumstance requires prolonged close contact for longer than 15 minutes), teachers, staff and students (grades 4 and up) must wear a non-medical face mask to protect one another. Students (grades 3 and lower) may choose to wear a non-medical face mask”*. As such, parents may choose to send their students to school with a mask. Masks sent with students must respect the character and nature of the school.

Exemptions will be made for students and staff who are unable to wear a mask due to documented medical reasons. The exemption needs to be communicated to the school and arranged for ahead of time in order to allow sufficient planning of alternative safety precautions for the exempt.

Guidance for mask use is available [here](#).

Visitor Guidelines & Drop-off/Pick-up

Visitors should not enter the building if feeling unwell or experiencing any COVID-19 symptoms. All visitors to the school will be asked to use the self-screening tool (see Appendix F) before entering the school. If a visitor answers YES to any of the questions, the individual must not be admitted to the school. In addition, we request that each visitor complete the [CHCS Guest Self-Screen Questionnaire](#) at the office. This will provide us with contact details and establishes our log of guests who visited the school.

Parents will be allowed to enter the building on a limited basis, having completed the self-screening tool. College Heights Christian School asks that all parents stay in their vehicles during pick-up and drop-off, as much as possible. Special arrangements will be made during the first day of school and

other days where special considerations are needed for parents to assist their children through the hallways and to their classrooms. In order for parents to do this, they will need to be feeling well, complete the questionnaire, book that request with the teacher and office and will need to wear a mask at all times while they are in the building. (An additional appendix is currently being drafted to address the full steps and requirements for parents visiting the school.)

College Heights 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: 8AM – 9AM, 3PM – 4PM). For these quick drop-off or pick-up needs, a parent can enter the front doors, use the hand sanitizer station provided at the front entrance and may enter into the office. We ask that all parents wear a mask as they enter the office. The Guest Self-Screening Questionnaire will only need to be filled out for those coming further into the school as special arranged visits. But we do ask that you do not enter the building if feeling unwell or if you are experiencing any COVID-19 symptoms, even if it's just for a quick drop-off or pick-up.

Some acceptable reasons to come into the school building include:

- Drop-off of medication or forgotten supplies
- Mid-day pick up of students

Staff Guidelines

Screening, Time-off

Staff will not be allowed into the building if exhibiting symptoms of COVID-19. All staff are expected to complete the [CHCS Staff Self Screen Questionnaire](#) before going to work. Staff will be expected to complete the AHS COVID-19 self assessment if symptomatic, and will be asked to provide proof of a negative test before return to school. Time-off policies have been adjusted to ensure that staff are not unduly penalized for staying home due to illness. Further details can be found in the COVID-19 Staff Policy.

Substitute Teaching

College Heights Christian School recognizes that it may incur increased staff absenteeism due to its strict screening policies. As such, College Heights Christian School has worked to increase its substitute teaching list to ensure availability of substitutes. College Heights Christian School also encourages internal coverage where possible. Any teachers who are staying home from work due to illness are encouraged to complete the AHS COVID-19 Self-Assessment as soon as possible, so that they may get tested and return to work as soon as they've received clearance from AHS to do so.

Employee Hygiene

College Heights Christian School promotes frequent and proper hand hygiene for employees. Employees must wash their hands before and after eating, when entering the building, when leaving the building, when entering class spaces and when leaving class spaces. Where hand-washing isn't practical, hand sanitizing is required. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds or using the provided hand sanitizer. Hand washing with soap and water is required if the employee has visibly dirty hands.

Hand sanitizer (approved by Health Canada) will be placed at entrances/exits, classrooms and high traffic areas.

College Heights Christian School's employees should also follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing.

Illness while at the school

Staff members will not enter the building if they have symptoms of COVID-19. College Heights Christian School will maintain a zero tolerance policy for illness, for both staff and students.

If an employee becomes sick while at work, the following requirements apply:

- Employees who begin having COVID-19 symptoms while at school should leave and begin isolation at home immediately.
- If unable to leave due to coverage concerns, the staff member will contact their supervisor; it is the expectation that the administrator will personally replace the ill employee, or find an internal coverage replacement as soon as possible.
- After being directed to leave the school, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from all others.
- Once a sick individual has left the workplace, College Heights Christian School's facility staff will clean and disinfect all surfaces and areas with which they may have come into contact.
- College Heights Christian School's administration will consider and record the names of all close contacts (employees and students) that the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started. This information may be necessary if the sick employee later tests positive for COVID-19.

Staff Safety Protocols

As per direction by Alberta Health, physical distancing will be required in shared spaces such as the staffroom, hallways and classrooms. College Heights Christian School will set staff room occupancy limits as required.

All staff will be required to wipe down high touch surfaces that they use in the staffroom before it is used by another member of staff (e.g. microwave touch panel, toaster, coffee maker, photocopier panel). No activities that involve the sharing of food between staff should occur. Staff who use the staff lounge area for their lunch will immediately wipe down the table and the chair after they are finished their lunch.

Physical distancing is expected at all meetings (including team meetings). Meetings will be held via Zoom if adequate space is not available for all participants of the meeting to physically distance (e.g. staff meetings and devotions).

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.

Appendix A - Drama and Musical Guidelines

College Heights Christian School has worked hard over the years to provide students with spiritual leadership opportunities and to be a part of a CHCS praise team. Our praise teams will be able to continue under the following safety guidelines.

- All practice and rehearsals will follow the guidance for live music, dance and theatre.
- The praise groups will be limited to be within their cohort class.
- They will need to maintain a physical distance of 2 metres or more with the use of a mask at all times.
- Disinfecting of musical instruments such as keyboards, percussion instruments and drums will be disinfected between each use.
- Increased hand washing before and after the rehearsals will be enforced.
- No live audience performances will occur at this time. The group may do pre-recordings that can be shared for assemblies or even church services. Live Zoom sessions with the group can be used for school wide assemblies.

Appendix B – Busing Guidelines

College Heights Christian School's bussing program will continue. College Heights Christian School will implement strict cleaning protocols between each trip. Their drivers will be expected to wear Personal Protective Equipment as well keeping up with frequent hand washing (including before and after completing trips.)

Before traveling on the bus, parents and caregivers must assess their children daily for symptoms of common cold, influenza, COVID-19 and will need to complete the [Student/Parent COVID-19 Self Screening Questionnaire](#) BEFORE getting on the bus.

At the time of writing, bus enrollment can accommodate for each family unit to be contained to their own seat. College Heights Christian School will implement a seating plan, where all family members sit together. Where possible, one seat will be between each family. For pick-up in the morning, we will load the first students on the bus starting at the back, moving to the front through later stops. Once at the school, College Heights Christian 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.

All students grades 4 and up will be required to wear their masks while riding the bus. ECS to grade 3 students are encouraged to wear masks as well but is not required.

If a student displays symptoms while on the school bus, the driver should attempt to isolate the student at the front of the bus and inform the school upon arrival. Parents/guardians will then be contacted to pick up their child.

Appendix C – Rental Guidelines

College Heights Christian School will continue to rent its facility to the community under Scenario 1. However, all rentals must adhere to strict health guidelines, as a condition of their rental agreement. These include but are not limited to:

- Having all participants do the COVID-19 Screening Questionnaire (Appendix F) before entering the building.
- Ensure any participant that is exhibiting any symptoms does not enter the facility.
- Ensure all participants use hand sanitizer upon entry and exit.
- Ensure all participants arrive no more than 10 minutes before rental commences, and stay in their vehicles until the rental time (no loitering on premises)
- Ensure drop off and pick up rental participants (if applicable) is completed curbside with drivers remaining in their vehicle.
- Follow marked one-way traffic flow in the hallways.
- Ensure physical distancing of 2 metres at all times while within the facility.
- Keep a log of all participants each day.
- Provide a health and safety plan in accordance with the guidelines provided by Alberta Health Services, outlining how they intend to follow AHS guidelines during the rental.

College Heights Christian School reserves the right to reject rental applications due to concerns regarding the proposed activities, as student and community safety is paramount to College Heights Christian School.

A College Heights Christian School custodian is always assigned to rentals, and disinfection afterwards. The College Heights Christian School custodian will ensure that the rental is contained to their designated rental area, and that any surfaces touched during the rental are disinfected before the next school day.

Appendix D – Parent Visitation Guidelines

This appendix is currently still being drafted.

Appendix E – Contractor Guidelines

Contractors required for facilities maintenance will be allowed into the facility. Contractors must complete the [CHCS Guest COVID-19 Self Screening Questionnaire](#), and not enter the building if exhibiting any symptoms of COVID-19.

Contractors will be required to sign in and out (as usual). Contractors will be expected to physically distance by two metres at all times, and wear masks. If the contractor does not have a mask, College Heights Christian School will provide one. Contractors will be booked on Sundays and during other periods of time that students are not in the building as much as possible.

Appendix F – COVID-19 Self Screening Questionnaire

COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST

Overview

This tool has been developed to support schools, activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should complete this checklist prior to participating in the activity or program. Children and youth may need a parent to assist them to complete this screening tool.

If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. *Individuals with fever, cough, shortness of breath, runny nose, or sore throat, are required to isolate for 10 days per [CMOH Order 05-2020](#) unless they receive a negative COVID-19 test and are feeling better. Use the [AHS Online Assessment Tool](#) to determine if testing is recommended and follow information on [isolation requirements](#).

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions

		CIRCLE ONE	
1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:		
	• <i>Fever*</i>	YES	NO
	• <i>Cough*</i>	YES	NO
	• <i>Shortness of breath / difficulty breathing*</i>	YES	NO
	• <i>Runny nose*</i>	YES	NO
	• <i>Sore throat*</i>	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• 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 (commonly known as pink eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days ¹ ?	YES	NO
3.	Has the attendee had close contact ² with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with an individual who has any one of the first 5 symptoms on this list (shaded) AND who is a close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

¹ Individuals legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada

² Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing recommended personal protective equipment is not considered to be a close contact.

Appendix G – Home & School Room Parent Guidelines

College Heights Christian School will continue to work with the Home & School association for a number of things this school year. Our room parent program can continue to function as we connect extra support to our students through these volunteer room parents.

The room parents can still participate in activities and/or gifts that have been done in the past, so long as the room parent understands the new guidelines related to our COVID-19 re-entry. A room parent who comes into the school as a guest will fall under the same guidelines for Staff Guidelines as outlined on pg. 12 & 13 of this document. The Guest Self-Screening Questionnaire will be used instead of the Staff one before the room parent comes into the school as a guest.

When planning special gifts and/or treats for the students, the following guidelines must be followed:

- Keep items and treats in separate packages.
- If you are baking something to share with the students (i.e. cookies or cupcakes), ensure that you are not ill while you are baking them. Be careful with your hand hygiene and wear a mask while baking. Package the items in separate containers.
- During the distribution of the items, ensure that you or the teacher or another adult (after proper hand hygiene is used) will be the ones to distribute the items. Don't let the students gather around a tray to grab the items themselves.
- Be sure you are feeling well when you come to the school to help with an activity or to share gifts or treats.
- If you are planning activities to engage the students, be sure to clear all activities with the homeroom teacher.
- Any other additional questions, please check in with the office.