



CORALWOOD ADVENTIST ACADEMY COVID-19 RE-ENTRY HANDBOOK

Scenario 1 – Near Normal Operations

Coralwood Adventist Academy
COVID-19 Organizational Handbook – Scenario 1

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Introduction

Purpose of Handbook

Coralwood Adventist Academy 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 Coralwood’s parents, Coralwood’s staff, Coralwood’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August 31, 2020, and will remain active for the 2020-2021 school year, or until administration announces that it is no longer active.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 Coralwood 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.
- Coralwood 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

Daily Screening Expectations

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the Alberta Health Questionnaire found in Appendix B before sending the child to 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. As outlined in the staff section, all staff will need to follow similar screening procedures.

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 separate room.

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 two hours. Coralwood 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, Coralwood'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. Coralwood will track typical symptoms that may be confused for COVID-19 for students to assist in monitoring for changes in student behavior.

Hygiene

Coralwood 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 (which meets Health Canada guidelines for effectiveness against COVID-19) will be placed at entrances/exits, classrooms and high traffic areas.

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.

Coralwood’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 and Masks

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.

As announced by the Alberta Government, all teachers, staff, and students (grades 4-12) will wear masks in common areas and in places where physical distancing cannot be maintained. Coralwood’s school board strongly encourages masks for students from Kindergarten – grade 3 as well. Masks will not be required during activities of increased physical activity (ie. during PE). Each student (K-12) must bring a personal mask to school. Where necessary, the school will provide a disposable mask should a student’s mask be deemed unusable. Each student bringing a mask to school is responsible for their own mask.

Student Arrival and Entry

During the morning drop-off, students should physically distance outdoors until the doors open. As part of the adjusted entry plan, doors will open no earlier than 8:00AM. Each division will have an assigned door. 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.

Once the doors are opened, students will move directly to their designated entry door and enter the building while staying two meters apart from others where possible. Coralwood staff will supervise and encourage physical distancing as students proceed through the mudrooms and hallways, to their classes.

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. Coralwood’s students will be cohorted by classroom whenever feasible, and by grade during shared activities (ie: recess, lunch, Physical Education, 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, floor markings and 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. In Elementary, students will still move classrooms for Physical Education. Bell times will be staggered when possible to reduce density in hallways.

Student lunch time / recess, will be staggered to ensure minimum interaction outside of their grade level.

Large Gatherings

Typical large gatherings of students, such as whole-school assemblies or other multi-divisional gatherings will not occur, if physical distancing of two meters between each student cannot be maintained.

Water Fountains and Water Bottles

Water fountain use will be suspended at this time. Students are asked to bring a water bottle from home, and will be able to refill their bottles as necessary at the classroom sink throughout the day. Water bottles should be taken home nightly for cleaning and sanitization.

Washrooms

Regular washroom access will be maintained. Washroom capacity will be posted, and students will be expected to wait, 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 a maximum of 20 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, masks are required to be worn for students in Grades 4 and up. 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

Coralwood 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.

Lunch

Students will continue to eat their lunch in their designated classrooms. Visiting of other classrooms at this time is not permitted. Communal items such as a ketchup bottle or reusable cutlery will not be provided to enhance safety measures.

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.

Reducing population density throughout the school

Floor markings and arrows 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.

Large gathering spaces such as the common areas or the gym can be utilized to accommodate physical distancing (e.g 1 grade per chapel) and may be considered for use for various activities to help mitigate distance requirements.

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.

Gymnasiums

Students will continue to use the gymnasium for Physical Education. To promote physical distancing, we have repurposed a few classrooms as change rooms. Activities in the gymnasium will focus on units that do not require close contact or sharing of equipment as much as possible. 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, Coralwood will continue to dismiss students by family. Each family is assigned a number at the beginning of the year. When picking up, the number should be visibly displayed for the assigned staff member to highlight the student name(s) releasing the child(ren) from the classroom. Students will exit through their designated entry/exit doors.

Educational Program Changes

Courses/Subjects

Coralwood will maintain its commitment to high quality, Christ centered education during the pandemic. All courses and subjects that can be modified to meet the health expectations 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. Coralwood 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, Coralwood 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.

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 during an absence due to illness.

If an entire grade must self-isolate due to COVID-19, online teaching will occur during the isolation period, focusing on core subjects and keeping to the curriculum and improving upon the techniques and lessons learned during 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.

Field Trips

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

Options Classes

Options will continue to be offered, but modifications will be required to align with Alberta Health guidance. 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. Choir and Band is suspended, considering Alberta Health's advice. However, alternative options for musical expression are being explored.

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

Coralwood 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. Coralwood will follow all protocols established by Alberta Health regarding these activities.

Supporting Students Who Require Individual/Specialized Support

Coralwood 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

Coralwood recognizes the negative effect on mental health that this pandemic has had for our staff, students and families. Coralwood will continue to leverage its existing mental health supports throughout the pandemic. This includes Coralwood's fulltime chaplain and pastoral supports. Parents will also have access to recommended mental health supports through the school website.

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, sinks, counters) inside and outside classrooms will be conducted. All washrooms and high-touch areas will be cleaned multiple 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. Electrostatic sanitizers have also been purchased to assist in sanitizing large areas efficiently and effectively.

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

Coralwood has been maintaining the HVAC systems as required, and will continue maintenance to ensure adequate air-flow throughout the building.

Personal Protective Equipment Expectations

Coralwood will follow AHS guidelines in regards to personal protective equipment and masks. Masks for teachers, staff, and students (grades 4 and up) are mandatory in common, high-traffic areas within the school. 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 in grade 4 and up will wear a non-medical face mask to protect one another.”*. As such, parents of Kindergarten – grade 3 students may choose to send their students to school with a mask, but masks for the lower elementary division students are not mandatory. Masks sent with students must respect the character and nature of the school.

For employees, in accordance to AHS guidelines, physical distancing will be the first line of defense and where necessary (ie. common areas) and where physical distancing is less than 2 m, employees will don a mask. However, Coralwood does respect any employee’s right to wear a face shield if they choose to while on premises. However, the wearing of a face shield does not substitute mask wearing in instances where distance is less than 2 m.

All regular personal protective equipment that is typically used in one’s role should still be used (ie: goggles in science experiments (disinfected between each use)).

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 fill out the self-screening tool. If a visitor answers YES to any of the questions, the individual must not be admitted to the school.

In keeping with security measures already in place, a record of all visitors will be kept.

Upon entering the school, all visitors will sanitize their hands and don a mask. While on school premises, all visitors are expected to practice proper respiratory etiquette and follow physical distancing protocols.

Parents will be allowed to enter the building on a limited basis, having completed the self-screening tool. Parents must use the established dismissal procedure for pick up to increase physical distancing and limit unnecessary contact with others. Coralwood asks that all parents stay in their vehicles during pick-up and drop-off, as much as possible. For new families/students to the school, a grace period will be extended during the first four weeks of school. After this point, it is expected that families will remain in their cars during drop-off and pick-up.

Coralwood 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).

Some acceptable reasons to come into the school building include:

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

To limit the number of people in the building, parent volunteers will not be allowed initially, and parents will have to schedule meetings with teachers rather than to drop in. Coralwood will review this as the year progresses, and may choose to allow parent volunteers later in the year, if the activity allows for physical distancing.

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 questionnaire in Appendix B 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 Conference Handbook.

Substitute Teaching

Coralwood recognizes that it may incur increased staff absenteeism due to its strict screening policies. As such, Coralwood has worked to meet the projected demands of substitute teaching needs to ensure availability of substitutes. Coralwood 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

Coralwood 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.

Coralwood'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. Coralwood 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, Coralwood’s facility staff will clean and disinfect all surfaces and areas with which they may have come into contact.
- Coralwood’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 and masks will be required in shared spaces such as the staffroom, hallways and classrooms. Coralwood will set staffroom 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). No activities that involve the sharing of food between staff should occur. Increased cleaning measures will ensure that the staffroom is cleaned by the custodial team immediately after 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 – Contractor Guidelines

Contractors required for facilities maintenance will be allowed into the facility. Contractors must complete the COVID-19 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 when not able to physically distance. If the contractor does not have a mask, Coralwood will provide one. Contractors will be booked on weekends and during other periods of time that students are not in the building as much as possible.

Appendix B – COVID-19 Self Screening Questionnaire

Screening Questionnaire

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

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• 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.