



COVID-19 College Guidelines

Current as of: August 23, 2020

To Our College Families,

As schools open across Alberta, we are mindful of the need to protect all those who enter our building. Over the past several months, we have been diligently preparing for students to return to their classrooms. To this end, we have created protocols and safety measures to protect all those who enter our school, as the health, safety, and well-being of our students and staff is our top priority.

As you know, our provincial government has mandated Alberta schools to reopen under Scenario 1. Our reopening plan is founded on the following four principles that were established by our government.

- The safety of children, students and staff comes first.
- Children and student learning will continue.
- Provincial funding is still flowing to schools.
- School authorities have flexibility to do what is best for their community.

Recognizing that the guidelines around COVID-19 are still evolving, this document represents the procedures and protocols that are known at this time.

I. HEALTH MEASURES AND SAFETY PROTOCOLS

A. Daily Assessment for Symptoms

1. Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or another infectious respiratory disease (cough, fever, shortness of breath, runny nose, or sore throat) using the Self-screening tool found at [K-12 School Re-entry](#) before sending their child to school.
2. Anyone, including students or staff members, who display COVID-19 symptoms or answer "Yes" to any of the daily health check questions, is prohibited from entering the school. Please see [Alberta Health Services Guidelines for Symptoms and Testing](#) to determine your next steps.

B. Return to School after exhibiting symptoms, or a positive diagnosis, of COVID-19

1. As part of the requirement to manage potential outbreaks and ensure the ability to contract trace, all students will be required to report to their school administration if they test positive for COVID-19.
2. Prior to a student returning to school after a positive COVID-19 diagnosis, school administration will consult with the Superintendent or designate and confirm that a medical professional or Alberta Health Services has approved the student returning to school.

C. Illness While At School

1. Immediate pick up will be required if a student experiences any symptoms of COVID-19.
2. It is imperative that we are able to reach parents/caregivers at any time during the school day. Symptomatic students will be isolated while awaiting pick up and will be required to wear a mask.

3. If a parent cannot be reached, the designated emergency contact will be contacted and asked to pick up the student immediately.

D. Travel or Contact with Others Who May Have COVID-19

- A. Anyone who has traveled outside of Canada in the last 14 days **may not** enter the school building.
- B. Anyone, including students, who have been in close contact with someone being investigated or confirmed to have COVID-19 **may not** enter the school building.

E. Cases of COVID-19 in School

1. If there are cases of COVID-19 identified within our school, Alberta Health Services will work directly with our school's administration and the Palliser Regional School Division to provide information and guidance for staff, parents/guardians, and students.

F. Masks in School

1. Following the guidelines of Alberta Education and Alberta Health Services, students in Grades 7-12 must wear a mask when they are not at their desk or cannot maintain physical distance from others. This includes wearing a mask when entering and exiting the school, in the hallways, washrooms, and in any other common area.
2. Please provide your child with a mask and a spare and designate a specific place in your child's backpack where they will be stored.
3. [Guidance For Wearing Non-Medical Face Masks For the General Public.](#)

G. Washing/Sanitizing Hands

1. Students will be required to wash or sanitize their hands:
 - upon entering or exiting the school
 - upon entering or exiting a classroom
 - after using the washroom
 - before and after eating, including snacks
 - before and after PE
 - whenever hands appear dirty
2. Hand sanitizer dispensers have been installed at all entrances, classroom doors and high traffic areas

H. Healthy Practices

- Follow proper coughing and sneezing etiquette
- Keep a 2-meter physical distance from others when possible
- Avoid sharing items with other students
- Wash and sanitize hands frequently
- Infection Prevention and Control resource from the Alberta government: [Infection Prevention and Control](#)

I. Modeling Healthy Practices

1. Children are expert imitators so model the healthy and positive behaviors at home that you would like to see in your child.

II. SCHOOL OPERATIONS**A. Student Arrival and Exit**

1. Hand sanitizer dispensers have been installed at all entrances for student and staff use
2. College students may enter between 7:15 a.m. and 8:10 a.m. for class to start at 8:15 a.m. Early arrival students need to go to their core subject classroom until the first bell rings.
3. Designated entrances and exits:
 - Southeast doors: grade 9, 11 and 12
 - Southwest doors: grade 7, 8, and 10
4. Student dismissal will be staggered at the end of the day: grades 7 at 3:05 p.m.; grade 8 and 9 at 3:10 pm; grade 10-12 at 3:15 p.m. All students are expected to be out of the building or in the designated supervision room by 3:30 p.m.

B. Movement in the Building

1. Inside the school building, there is directional signage to reduce physical interaction.
2. Staircases leading to the Learning Commons and the surrounding classrooms are designated as one way.
3. Students, staff, and others will be required to follow the signage and be mindful of keeping a 2 m distance from each other.

C. Classroom Configuration and Personal Items

1. Students will need to have all necessary items in their backpack. There will be no lockers assigned at this point.
2. Classrooms have been configured to maintain as much physical distance between desks as possible.
3. Should students need to move outside of their classroom, or if they cannot maintain social distancing within the room, they will need to put on a mask.

D. Late Entrance/Early Exit

1. Late Arrival: If your child is late or is returning from an appointment they will enter through the main college door (southwest entrance). They will sign in at the office and then proceed to class.
2. Early Exit: if your child needs to leave prior to the end of the day:
 - Call or message the college office to confirm the early exit
 - Your child will sign out at the college office and then meet you in the parking lot

E. Food

1. Until the province relaxes regulations around the number of students in one location indoors, there will be no on-demand cafeteria service.
2. Students will eat lunch in a classroom under the supervision of teachers.
3. The hot lunch program is available and registration will be through the Parent Portal.
4. Microwaves will not be available.
5. Students will be required to take home all remaining food, lunch containers, wrappers, etc. in the case where proper receptacles are not readily available
6. Healthy Hunger will not be available at the beginning of the year but may return if it is determined that it is safe to do so.

F. Lunch Break

1. Students will be encouraged to go outside after finishing their lunch.
2. There will be open gym available for two cohorts of students at a time; each will have one-half of the gym. A schedule will be posted outside the gym and given to students.

G. Teacher Contact

1. Contact with teachers or any other staff member must be done either through email or by phone call when possible. Teachers are more than willing to meet with parents virtually. If you need a face-to-face meeting, please contact Susan McAllister (susan.mcallister@masters.ab.ca) or Brian 't Hart (brian.thart@masters.ab.ca)

H. Options and P.E.

1. Alberta Health Services has indicated that singing is a high-risk activity. However, we will continue to offer our individualized music program. Students are encouraged to bring their own instrument from home and store it in their designated spot in the music room.
2. P.E. classes will be held outside as much as possible. Please ensure your child is dressed for all types of weather. Students will not change for gym class.
3. We will continue to offer a wide variety of option choices but will adjust the learning activities in light of COVID-19.
4. Generally there will be no sharing of items between students, but when necessary for learning, we will disinfect those items between use

I. Water

1. Students are encouraged to bring their own filled water bottle each and every day. Sinks and water refilling stations can be used to fill personal water bottles.

J. Student Groupings

1. Student cohorts will be in place for core subjects and each cohort will have a designated core classroom for those courses. Core teachers will move to the students.
2. Students will still have access to a variety of option courses as required by Alberta Education Guidelines
3. We will hold school-wide events, such as assemblies and chapels, virtually

K. Visitors, Volunteers, and Parents

1. Parents who need to drop off items will ring the doorbell upon arrival and wait for someone from the office to meet you at the door to take the item.
2. There will be restricted access to the school by parents, caregivers, or others, unless prearranged and for a specific purpose. All visitors or business personnel will need to complete the Self-screening tool found at [K-12 School Re-entry](#) before entering the school. Masks must always be worn while in the school.
3. Only in special circumstances will there be volunteers in the school. All volunteer requests must be approved by the administration.

L. Extracurricular, Field Trips, Student Travel

1. At this time students will not be going on local field trips and there will be no provincial, national and international travel plans at this time.
2. Extra-curricular activities may continue if social distancing and proper hygiene requirements can be met.
3. We are waiting for the ASAA for their information regarding team sports.

M. Washroom Procedures

1. Non-touch soap and paper towel dispensers have been placed in washrooms.
2. Only two students are allowed in each washroom at one time. Students must wait outside the washroom for someone to exit before entering.

N. Supporting At-Home Learning While Self-Isolating or Ill

1. Consistent with what happens during non-pandemic times, should a child need to stay home for a period due to illness, teachers will provide assignments for the student to be able to complete while at home.

III. CLEANING**A cleaning and disinfecting protocol, specific to COVID-19, has been established and includes:**

1. The frequency of cleaning and disinfecting, especially on high touch surfaces and high-traffic areas, will be increased and monitored by keeping a log (e.g., door handles, light switches, faucets, taps, elevator buttons, phones, computers, remote controls, keyboards, desktops, surface counters).



2. Cleaning and disinfecting will be done using the “wipe-twice” method; surfaces will be cleaned with a cleaning agent to remove soil and then wiped again with a disinfectant.
3. Disposable towels, spray cleaners, and disposable wipes, are available to workers to regularly clean commonly used surfaces while ensuring the safety of children.
4. Communal items that cannot be easily cleaned (e.g., newspapers, magazines) have been removed.
5. Plastic-lined, no touch waste containers will be checked and emptied regularly.
6. Anyone entering the building will need to use hand sanitizer which will be available at each main entrance.
7. Each student will be provided wipes to clean their desk before and after eating.
8. Our school will be cleaned each evening with Ultra-Lyte® Disinfectant & Sanitizer (<https://www.acetronic.com/products/ultralyste-sanitizer-disinfectant>).

The procedures outlined in this document have been created to protect our staff and students to the greatest degree possible. Thank you for carefully reading this document and taking note of the procedures that affect both you and your children.

This is an unsettling time for us all, but be assured that we will do everything we can to make certain that we are ready for the safe return of students to school.

We wish you all a safe and happy end to the summer months. We are looking forward to seeing everyone in September.

Sincerely,

Susan McAllister, Principal
Master's College