

*School re-entry*

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# **EASTGLEN HIGH SCHOOL**

## **Re-entry Strategy 2020–2021**

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## Message from the Superintendent

Parents, families and guardians,

On July 21, 2020 the Government of Alberta announced that students would return to in-person classes in September, at near-normal operations, with health measures in place.

As we prepare to welcome our 107,000 students and our staff back to school, we have been working on a strategy that focuses on three key themes:

- mitigation of risk through safety strategies
- family choice
- continuity of learning

This school year will be unlike any before. However, we remain unwavering in our focus on high-quality teaching and learning in environments that keep our students, staff and families as safe as possible.

To keep everyone as safe as possible, we have made a number of changes to school routines and practices that we will all need to adjust to. And as the situation with COVID-19 continues to evolve, so, too, will our approach and our strategies. We look forward to connecting with students in September to welcome them back and help them adjust to the new changes.

### Safety first

The changes we're making are based on provincial requirements and direction to mitigate the spread of COVID-19. These changes include:

- requiring staff and students to conduct daily health checks prior to coming to school
- strict stay-at-home protocols for those who are feeling unwell
- enhanced cleaning and disinfecting in schools and on buses
- encouraging physical distancing where possible
- creating cohorts of students
- mandatory masks for students from Grade 4–12 and for all staff in settings where physical distancing cannot be maintained, as outlined in provincial guidelines
- asking K–3 students who are physically, psychologically or developmentally able to wear a mask, to do so
  - individuals who are physically, psychologically or developmentally unable to wear a mask, or any protected ground under the Alberta Human Rights Act, may be excused from this health protocol
- hand hygiene requirements for students and staff

Physical distancing in many of our classrooms will be challenging. Given this, masks are mandatory as an additional means of protection for staff and students.

## Family choice

We recognize that returning to in-person classes may not be the best option for all students, and families know their children best. To meet the needs of all students, online learning will be offered in the 2020–2021 school year. Schools will be in contact with families four times during the school year about whether students will continue with in-person learning or online learning.

Our goal is to ensure all students receive a high-quality education, no matter what option they choose. More information about family choice is outlined in this document.

## Continuity of learning

We know that students may move between in-person and online learning throughout the year. To ensure the transition is smooth, we are co-ordinating in-person and online teaching to make sure students across the Division learn key themes or units of the curriculum at the same time during the school year. This will ensure that students who shift between in-person and online learning groups in 2020–2021 can do so without disrupting the continuity of their learning. It will also help keep students on track if they need to miss school due to illness or to self-isolate.

## Shared responsibility

As our Chief Medical Officer of Health Dr. Deena Hinshaw has said, safety is our collective responsibility. Together, we must all take measures to protect one another—we must maintain high levels of hygiene and we must all follow the provincial health guidance to the best of our ability.

We take this responsibility seriously. There is nothing more important to us than the safety and well-being of our staff and students.



**Darrel Robertson**  
*Superintendent of Schools*  
Edmonton Public Schools

## Planning the return to school

On July 21, 2020, the minister of education and Alberta’s chief medical officer of health announced the provincial [School Re-entry Plan](#) for 2020–2021.

The provincial plan is designed around three operational scenarios during the COVID-19 pandemic:

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

The province has decided that students will return to school in September under [Scenario 1](#) of the provincial re-entry strategy.

Alberta’s chief medical officer of health and the minister of education will continue to monitor information around the COVID-19 pandemic as they decide how to best keep students, staff and the broader community as safe as possible during a pandemic.

This means that, at any point during the school year, the province could decide whether schools across Alberta, schools in a particular region, or individual schools and classrooms need to move from one scenario to another. This decision will always be made by a medical officer of health in collaboration with education officials.

To help families better understand the provincial school re-entry plan, Alberta Education has developed the [Parents’ Guide 2020–2021 School Year](#) and [Get the Facts: Back to Class for 2020–2021](#).

This school re-entry strategy follows the [COVID-19 Division Re-entry Strategy](#). It is designed to give families a clear picture of what things will look like at our school under Scenario 1 of the province’s re-entry plan.

Our strategy is developed around three key themes—safety and risk mitigation, family choice and continuity of learning—which work together to support a return to school in September.

## Safety and well-being

The safety and well-being of staff, students and families is the foundation of our return to school. Protecting each other is the shared responsibility among all members of the school community—we all have a critical role to play in following the safety protocols set out by Dr. Deena Hinshaw, Alberta’s chief medical officer of health. These protocols are intended to mitigate or reduce the risk of COVID-19, but do not eliminate all risk. The provincial re-entry plan’s focus on safety does not depend on one single strategy, but **many strategies that work together** to support the safest environment possible within the complex dynamics of a school community.

These strategies include:

- cohorts
- screening for illness
- strict illness protocols
- handwashing and sanitizing
- cleaning standards
- physical distancing
- personal protective equipment (PPE) and masks



### Cohorts

In the provincial re-entry plan, a cohort is defined as **a group of students and staff who remain together**. The size of the cohort will depend on the size of the classroom and the number of students assigned to the teacher.

Cohorting decreases the number of close contacts staff and students will have in the school, and will assist public health officials in their efforts to trace contacts and contain a COVID-19 outbreak, should there be one in the school community.

### Screening for illness

Before coming to school each day, all staff and students must complete the Government of Alberta’s [COVID-19 Information Screening Questionnaire](#) to determine whether they can attend or must stay home. The self-screening questionnaire is [available in multiple languages](#).

Families will receive a copy of this provincial questionnaire from their school in late August. They will be expected to complete the questionnaire daily and follow all Government of Alberta health instructions on the questionnaire. Students who have any symptoms noted on the questionnaire cannot attend school.

Families are not required to submit the form to the school. It is a tool to assess their child’s wellness before sending them to school.

Anyone else permitted in a school will also need to complete the daily [COVID-19 Information Screening Questionnaire](#) before entering the building. People with symptoms of COVID-19 or experiencing illness will not be allowed in the school. All schools will have posters on their doors reminding people not to enter the building if they feel sick, or if they have had close contact with someone who is ill or suspected of having COVID-19.

Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19. **We all must do our part and stay home when we are sick.**

### Showing signs of illness while at school

If a student or staff member shows symptoms during the school day, they will need to leave the school. When a student is sick, the student will continue to wear a mask if they can do so safely. School staff who supervise the student will also wear a mask and will:

- bring the student to a private area away from others, if possible, or keep them at least two metres away from others
  - all schools have been provided thermometers, which will be a tool for when children are not feeling well and will enable schools to report health information to families
- contact parents or guardians to pick up their child immediately
- follow health protocols around personal protective equipment (PPE) and cleaning and disinfecting the area

### Students with pre-existing conditions

Any student with a pre-existing health condition that causes symptoms of illness should be tested for COVID-19 at least once before they return to school.

A negative test would help show that their symptoms are related to their pre-existing condition, and not to an illness. This would establish what their baseline for being healthy looks like. Families should notify their school about any pre-existing condition and the symptoms it causes. As long as these symptoms remain the same, the student can attend school.

If symptoms change or worsen, the student will need to leave the school, follow illness protocols and have another COVID-19 test to determine if the symptoms are still related to the pre-existing medical condition. If the test is negative, the student may return to school. Families can [learn more about COVID-19 testing and book a test online](#) through Alberta Health Services.

## If there is a case of COVID-19 at school

If health officials confirm a case of COVID-19 in a school community, Alberta Health Services will take the following steps:

- the zone medical officer of health will work with school authorities to quickly:
  - identify cases
  - identify close contacts
  - create isolation measures when needed
  - provide follow-up recommendations
- a COVID-19 case will not automatically lead to school closure—it could be that only the group of students and staff who came in close contact will be required to stay home for 14 days
- parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person
- each school authority will support students and staff to learn or work at home if they are required to self-isolate

## Handwashing and sanitizing

Everyone who enters a school will be required to use hand sanitizer or wash their hands immediately. Students and staff will be required to wash and/or sanitize their hands throughout the day, including:

- every time they enter or exit the school
- before they enter classrooms
- before and after they use shared equipment
- before eating

Schools will provide hand sanitizer throughout the building to support these requirements. It is also encouraged that families send their children to school with personal hand sanitizer.

Schools will also promote proper hand hygiene and respiratory etiquette with verbal reminders and posters throughout the school.

## Cleaning standards

We are developing a COVID-19 cleaning standard for all Division schools that aligns with provincial directives around cleaning and disinfecting. These increased measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- frequently cleaning and disinfecting high-touch surfaces such as water fountains and door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms

Our Division is purchasing all COVID-19 cleaning and safety items on behalf of all of our schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19. It also ensures that all schools have equitable access to these supplies.

## Physical distancing

Physical distancing is one component of the provincial COVID-19 plan. However, it is not always possible, particularly in the school setting. Schools will put controls in place to promote physical distancing throughout their buildings, where possible, including in classrooms, hallways, washrooms and common areas. These controls may include:

- removing excess furniture in classrooms to make more space to spread student desks and tables farther apart
- removing and rearranging seating in common areas to prevent students from gathering
- staggering the times that classes start and end to prevent crowded hallways
- posting signs and using floor markers to control the flow of foot traffic and support physical distancing
- plexiglass shields in the school office
  - we are currently looking into the efficacy of plexiglass shields, recognizing the challenges with proper cleaning and disinfecting

In classrooms where physical distancing is challenging, the provincial government requires assigned seating plans and recommends positioning students to help mitigate the spread of the virus. The province further indicates, where physical distancing isn't possible, students will be seated in desks or at tables so that they are not directly facing each other. This way, if a student coughs or sneezes, they are less likely to cough or sneeze directly into the face of another student.

In situations where physical distancing is not possible (e.g. buses, classrooms and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended.

— *Government of Alberta, Guidance for School Re-entry – Scenario 1*

## Personal protective equipment (PPE) and masks

Not all forms of PPE are required for all staff, but additional PPE is important in the following situations:

- PPE will be part of plans to support students with special needs who require complex medical supports
- custodial staff will receive appropriate PPE to support their work cleaning and disinfecting
- all Division staff will be provided with reusable masks and offered a face shield, as part of the Division's strategy to support a safer return to school
  - masks are still required for staff who are wearing face shields

### Wearing masks at school

Masks are emerging as an important way to mitigate the risk of spreading COVID-19, particularly when people are indoors and physical distancing is a challenge.

**All staff and students in Grades 4–12 will be required to wear a mask** when physical distancing at school and in the classroom is not possible, as one way to help reduce the risk of spreading the virus. We are asking K–3 students who are physically, psychologically or developmentally able to wear a mask, to do so.

Some important things to know about the use of masks are:

- individuals who are physically, psychologically or developmentally unable to wear a mask, or any protected ground under the Alberta Human Rights Act, may be excused from this health protocol
- families will work with the school principal to discuss this relative to their child
- masks are required for staff who are wearing face shields
- please follow the provincial health guidelines for [how to choose and wear a mask](#)
- masks will be an important item on school supply lists for families
- every student in the Division will be provided with two reusable masks
- if someone forgets their mask, schools will ensure there are supplies available for students and staff

## What school will look like

We look forward to welcoming students and staff back into our classrooms. However, it will be different in many ways as our whole system works together to support the safety and well-being of our students and staff during the COVID-19 pandemic.

We want to help students, families and staff better understand how schools will operate and what teaching and learning will look like in 2020–2021.

### Arriving at school

All students will have an assigned door to use every time they enter and exit their school. When students arrive at school, they will:

- go to the area outside their assigned door
- follow physical distancing guidelines to stay at least two meters apart while they wait outside
- follow physical distancing guidelines to line up when it is time to enter the school
- wait for staff to bring them into the school

School staff will be outside to remind students of these requirements, and to help students line up and keep an appropriate distance from each other.

Many schools will develop staggered entry schedules to limit how many students enter the school at once. This schedule may be **slightly** different from the regular bell schedule.

During extreme weather, such as severe cold or rain, schools will have a plan in place so students can enter the school early.

**Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.** Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

Parents and guardians of children who have complex needs and require support to enter the building should contact their school office in late August. Staff will work with them to develop a plan that is safe for both students and staff.

At Eastglen High School our goals to ensure safety and mitigate the risk of transmission, support family choice, and ensure high quality learning opportunities will guide all of our decision making. To that end, we understand that we are all in this together. All stakeholders: staff, students, and families play a critical role in adhering to the safety parameters outlined in our re-entry strategy.

Our re-entry strategy includes:

#### Staggered Start Days (September 3rd and 4th)

On September 3rd, only the grade 10 students will attend school. The grade 10 students will spend the duration of the day acclimatizing to their new learning environments and familiarizing with updated school operation protocols.

On September 4th, only the grade 11 students will attend in the morning. The grade 11 students will spend the morning getting reacquainted with the learning environment and familiarizing with updated school operation protocols.

On September 4th, only the grade 12 students will attend in the afternoon. The grade 12 students will spend the afternoon getting reacquainted with the learning environment and familiarizing with updated school operation protocols.

#### Regular School Days (September 8th onward)

Students will be required to line up outside of the school building at their designated doors by 9:00 am. It is expected that students practice physical distancing and wear their masks while waiting for their classes to begin. Based on their morning class, students will line up at a designated door (a school map with all door designations will be provided to families via SchoolZone). All designated door locations and entrances will be provided to families and signage will be up at each location. Note: Students will not be allowed access to the building prior to being escorted in by staff (except in case of inclement weather). Staff will greet students beginning at 8:50 am with the first bell ringing at 9:00 am. Teachers will bring their individual classes into the school at the following schedule to ensure a staggered entrance into the classes. The intent is to lessen the number of students entering into the building and walking through the hallways at the start of the day. The same applies to the afternoon. The schedule is as follows:

##### **10 Level Classes**

- Students in 10 level classes will begin entering the building at 9:05 am.
- Students in 10 level classes will enter at their designated door.

##### **20 Level Classes**

- Students in 20 level classes will begin entering the building at 9:10 am.
- Students in 20 level classes will enter at their designated door.

### **30 Level Classes**

- Students in 30 level classes will begin entering the building at 9:15 am.
- Students in 30 level classes will enter at their designated door.

### **Interactions**

- Students enrolled in Interactions who are transported by their parents/guardians will line up at the NW doors. Staff will escort students into the school by 8:50 am.
- Students enrolled in Interactions who take the yellow bus will line up at the staff/custodial entrance upon arrival at the school. Staff will escort students into the school by 8:50 am.

### **Community Learning Skills (CLS)**

- Students enrolled in CLS who are transported by their parents/guardians will line up at the staff/custodial entrance. Staff will escort students into the school by 8:50 am.
- Students enrolled in CLS who take the yellow bus will line up at the staff/custodial entrance upon arrival at the school. Staff will escort students into the school by 8:50 am.

Once all students have been escorted into the school building, administration will do a sweep around the exterior of the school to ensure any students still outside are able to enter the building. Students arriving to school late (after the staggered entrance) will be required to enter through the front doors (east side of the building). Students will be expected to go directly to their class for attendance.

In case of inclement weather, students will enter the building and go to their designated area until teachers escort them to their classes.

- **Area 1 (hallways in south portion of the school, gymnasiums, theatre) -- Grade 10**
- **Area 2 (main floor north central and north hallway) -- Grade 11**
- **Area 3 (upstairs north central and north hallway) -- Grade 12**

At the end of the lunch break at 12:30 pm, students will be required to line up outside the building at their designated doors for their afternoon classes. It is expected that students practice physical distancing and wear their masks while waiting for their classes to begin. Staff will greet students in their afternoon classes at 12:30 pm and will bring their classes into the school at the following times:

### **10 Level Classes**

- Students in 10 level classes will begin entering the building at 12:35 pm.
- Students in 10 level classes will enter at their designated door.

### **20 Level Classes**

- Students in 20 level classes will begin entering the building at 12:40 pm.
- Students in 20 level classes will enter at their designated door.

### 30 Level Classes

- Students in 30 level classes will begin entering the building at 12:45 pm.
- Students in 30 level classes will enter at their designated door.

Students arriving to school late will be required to enter through the front entrance (east side of the building). Students will be expected to go directly to their class.

We will provide the following further information:

- Details (i.e. Maps) around the designation of exterior doors to students and the area they will be required to stay within while waiting to enter the school each day
- Any additional information specific to expectations related to arriving at school and any further information about the staggered schedule to support entering and exiting the building

**NOTE:** Administration and teachers of students in CLS and Interactions programs will be in direct contact with families prior to the start of the school year to outline re-entry planning specific to each program.

### COVID-19 signage on entrances

All school doors will have COVID-19 signs posted to indicate that anyone with symptoms cannot enter the school.

### Hand sanitizer and hand washing

As soon as students enter the school, they will be required to use hand sanitizer or immediately wash their hands. Schools will create plans to support hand hygiene by considering washroom locations, the number of students entering the school and other relevant factors. Students will be required to use hand sanitizer again before they enter their classroom.

Schools will provide hand sanitizer throughout the building to support these requirements. It is also encouraged that families send their children to school with personal hand sanitizer.

At Eastglen High School:

Hand sanitizer stations will be located inside all exterior door entrances, inside each classroom, in all washrooms and in common areas such as the main office, gymnasiums, cafeteria, and by all high-touch equipment such as photocopiers and water fountains. The library will not be open for regular use.

It is expected that students use hand sanitizer upon entering and exiting the school and individual classrooms.

Custodial and school staff will monitor sanitizer stations and replenishment will be done as needed.

Students will wash their hands (not just sanitize), prior to any activities where students will be preparing or eating food, including: snack, lunch, Foods Studies class. We have over 30 sinks available for students to access.

Signage will be posted throughout the school to encourage effective sanitizing and handwashing practices. This signage will include:



## Traffic flow within the school

Schools will use a variety of visual cues (posters and arrow/standing-dot floor markers) to help students maintain physical distancing within the school.

At Eastglen, posters and floor arrows will be used to promote physical distancing, and to guide traffic flow safely while avoiding social gathering. These posters and floor arrows will include:

Physical distancing reminders:



Maximum occupancy signs:



Directional signage:



Students are expected to move directly through high traffic areas including the T-intersections in the first floor and second floor hallways, the main foyer, the rotunda near the cafeteria, and the space in front of the library. Floor arrows and posters will promote this movement. Staff supervision will also occur throughout the day to support physical distancing.

There will be limits to the number of people able to be in various areas at one time. These limits are based on appropriate physical distancing within the space. Signage will be provided to indicate maximum occupancy for each specific space.

Floor decals will be located outside the main office indicating where students and visitors are expected to stand/sit while waiting. There will be a limit of 4 individuals at one time waiting in the main area of the main office. Chairs will be removed as needed to support these limits. Physical distancing will be expected. There will also be maximum occupancy signs displayed.

## Lockers

At this time, students will not use lockers. Students will keep their personal belongings with them at all times.

As students will not be assigned lockers, they will be expected to have their own backpack to hold their individual school supplies, water bottle, face mask and any snacks and/or lunch. Students will be bringing their backpacks and coats with them to their classrooms.

As cell phones are not to be used during class time (unless directed or requested by a teacher or as part of a learning plan for a student), students will be asked to keep their cell phones in their backpacks and/or coats.

Individual teachers may permit the use of cell phones as part of their lessons; they will communicate their expectations with their students.

## Assigned seating in classrooms

Students will follow assigned seating plans throughout the day in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.

## Student supplies and learning materials

Students will have their own personal supplies to use that are stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after use. Students will wash or sanitize their hands both before and after using the shared items.

Students will be required to have their own individual supplies which will be stored in their own backpack. Sharing of materials and/or supplies between students will not be permitted. If a student does not have required supplies, there will be some new supplies available for students from the school. Once they have been used, they will be stored in a marked receptacle to be cleaned appropriately or stored for 72 hours before being used by another individual.

The use of Chromebooks in schools will be based on the needs of each course for instruction. If a student requires the use of a school Chromebook, disinfecting and cleaning protocols will be followed each class before they can be reused. Chromebooks are not to be shared among students and will be assigned to specific students, as much as possible. Students are encouraged to use their own devices and will be expected to sanitize their own devices. Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the [Chromebook parent purchase program](#). Students who bring their own device will be responsible for taking it home to charge it every night.

Textbooks will be assigned to individual students for the duration of the quarter. Students will be responsible to bring their own materials daily. At the end of each quarter, textbooks will be kept in a central location for a minimum of 3 days before being processed. A designated staff member will be responsible for following division protocols for signing out textbooks, delivering them to the classroom, gathering them at the end of the instructional period, and redistributing them in the next quarter.

Whenever possible, phys. ed. classes will be conducted outside, weather permitting. For the first month, there will be no equipment available for use, allowing the teacher to focus on curricular areas such as movement, space, stretching, nutrition, etc. After that first month, equipment may be introduced with cleaning requirements to be adhered to before the use of equipment by any other class according to the established cleaning protocols. If students choose to change for PE they will have access to the changerooms, but will not have access to the change room lockers. Students will need to keep their change of clothing with them.

For science labs, labs will be initially done via demonstrations by the teacher and lab technician. As we progress in the quarter we may move to individual students at lab stations, and rotating students through labs over the course of several days so appropriate cleaning can be in place between student use.

We will provide additional specific details around individual student supplies, the use of Chromebooks, clarification if resources from the library will be available as the year progresses, as well as the assignment of textbooks.

## Washroom protocols

Washrooms will be cleaned and disinfected several times throughout the day. There will be a maximum number of students permitted in the washroom at one time. Depending on the size of the school and the location of washrooms, schools may assign students to specific washrooms.

Students will be expected to maintain physical distancing while using washroom facilities at Eastglen. There will be a variety of signage to support this including:

Maximum occupancy signs:



Physical distancing reminders:



Handwashing Protocols:



The main school washrooms (located at the upstairs and downstairs t-intersections) will be limited to three occupants at one time. Sinks and stalls will be blocked off to support physical distancing. If there are already three students in the washroom, students will be expected to wait outside of the washroom at the designated floor markers for physical distancing until the occupancy of the washroom opens up. Students who are in classes on the main floor will be expected to use the main floor washrooms, and students with classes on the second floor will be expected to use the second floor washrooms.

A daily supervision schedule will be in place, including supervision of the washroom areas. This will include formal supervision during all breaks and during class time. We expect full adherence to these physical distancing requirements by all students.

Washrooms (in addition to sinks in various locations around the school) will be used as part of the strategy to support hand washing before eating. The sinks and washrooms that will be used are as follows. Classes will be assigned designated sinks for hand washing before eating at lunch. (Note: the sink numbers are based on physical distancing requirements which include every alternate sink being blocked off.) The sinks for handwashing include:

- Main floor washroom at t-intersection (2 - 3 sinks)
- Second floor washroom at t-intersection (2 - 3 sinks)
- Art Room (2 sinks)
- Theatre washrooms (2 sinks)
- Changerooms (2 sinks)
- Science classrooms (2 sinks) - room 120/122
- Breakfast club (1 sink)
- Science Labs (20 sinks)
- Mechanics Room (2 sinks)
- Construction Room (1 sink)
- Foods Room (10 sinks)
- Esthetics Room (1 sink)
- Office (1 sink)

Specific classes and students will be assigned to sinks for handwashing prior to eating. These assignments will be shared closer to the beginning of the school year.

Staff washrooms will have a maximum occupancy of one staff member at any given time. Staff are expected to follow physical distancing.

## Water fountains

Under provincial guidelines, water fountains can continue operating. In schools, students will be encouraged to fill their water bottles from the fountain instead of drinking from it directly.

In schools that have water-bottle refilling stations, those stations will remain operational and water fountains will be turned off. Fountains will be cleaned and disinfected several times throughout the day, with particular attention to the knob and push buttons.

## Common areas

Schools will have measures in place to promote physical distancing in spaces where students often gather, such as foyers, learning commons or T-intersections in hallways. Measures will include:

- limiting the number of students allowed in certain areas at certain times
- requiring students to walk straight through some areas so they don't crowd together in groups
- having staff supervise high-traffic areas and remind students to adhere to physical distancing protocols

Around school offices and other high-traffic areas, signage (posters and floor markers) will remind students and staff to keep a safe physical distance. There will also be a maximum number of individuals allowed in the school office at one time.

Schools will also develop protocols to mitigate risk in other spaces such as prayer rooms, staff workrooms and utility spaces.

At this time, there will not be common areas available to students. In order to facilitate physical distancing requirements, common areas where soft seating is normally placed will not be set out for students. Areas such as the front foyer, stairway landings, and intersections in the school will be supervised to ensure that congregations of students do not occur. The school cafeteria may be open for main seating at lunchtime based on physical distancing and occupancy guidelines. We are exploring whether or not we will open the cafeteria for pre-packaged food sales during the lunch breaks. Please note that microwaves will not be available for student use.

Outside of regular class operations, students will not have access to any common spaces, such as the art room, the Breakfast Club, the gymnasium, or the Library. As lockers will not be assigned, there will be little to no reason for students to congregate in common space during class time. The main office will have a maximum occupancy of 4 individuals at any one time. Any above that number will need to wait outside in marked spaces, while observing physical distancing.

In the event of a student exhibiting symptoms during the school day, they will be expected to move to the infirmary area located in Room 108. Room 110 will also be used as a second infirmary area, if necessary.. The office staff will contact parents and arrangements will be made to have the student picked up or to leave the building, as per parental instructions. Staff, utilizing appropriate PPE, will observe and record the temperature of the student and monitor them as they are in the infirmary.

In areas such as the photocopy room, staff room, and office area, health posters re: hand washing, physical distancing, and maximum occupancy for all common areas will be placed in a highly visible area. Occupancy limits for common spaces will be communicated to staff upon re-entry to the school and are expected to be followed to ensure proper physical distancing.

## Dismissal times

Schools will take measures to prevent crowding in hallways and to support appropriate physical distancing, including:

- assigning a specific exit door to each student
- staggering dismissal times **slightly**, if needed—this staggered schedule may differ **slightly** from the school’s regular bell schedule, and will not interfere with transportation schedules

**Adults who come to pick up students from school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others.** School staff will bring students outside to meet the adults who are picking them up.

At Eastglen High School:

At dismissal time, students will be escorted by their classroom teacher out of the building through their assigned door in an effort to minimize the number of students in the hallway at one time. It is expected that students practice physical distancing at all times, including after they exit the building.

Students will be expected to use hand sanitizer as they exit the classroom, and again as they exit the building. In addition, students will be encouraged to begin immediately moving towards home or the bus, and to not gather in groups. This will be supported by staff supervision outside.

### 10 Level Classes

- Students in 10 level classes will begin leaving the building at 3:25 pm.
- Students in 10 level classes will exit at their designated door.

### 20 Level Classes

- Students in 20 level classes will begin leaving the building at 3:30 pm.
- Students in 20 level classes will exit at their designated door.

### 30 Level Classes

- Students in 30 level classes will begin leaving the building at 3:35 pm.
- Students in 30 level classes will exit at their designated door.

### Interactions

- Students enrolled in Interactions who are transported by their parents/guardians will be escorted out of the NW doors at 2:30 pm.
- Students enrolled in Interactions who take the yellow bus will be escorted out of the staff/custodial entrance at 2:30 pm to the yellow bus.

### **Community Learning Skills (CLS)**

- Students enrolled in CLS who are transported by their parents will be escorted out of the staff/custodial entrance at 2:30 pm.
- Students enrolled in CLS who take the yellow bus will be escorted out of the staff/custodial entrance at 2:30 pm to the yellow bus.

### **Please NOTE:**

Thursdays are early dismissal days at Eastglen. To that end, the following dismissal times will be in place **ONLY** on Thursday afternoons:

#### **10 Level Classes**

- Students in 10 level classes will begin leaving the building at 2:50 pm.
- Students in 10 level classes will exit at their designated door.

#### **20 Level Classes**

- Students in 20 level classes will begin leaving the building at 2:55 pm.
- Students in 20 level classes will exit at their designated door.

#### **30 Level Classes**

- Students in 30 level classes will begin leaving the building at 3:00 pm.
- Students in 30 level classes will exit at their designated door.

### **NOTE:**

Interactions and CLS students will dismiss at the same time every day of the week.

Parents will not be allowed to enter the school at dismissal and are being asked to remain either in their vehicles or physically distanced from students. Parents arriving to pick their children up may park along 68th Street in front of the school while they wait for their children to exit.

## Recess and playground equipment

Students will remain in their assigned learning cohort for recess activities. Schools will ensure each cohort has an area outside that supports physical distancing and promotes play and physical activity. Schools may stagger break times or assign student cohorts to specific areas of the schoolyard.

Schools will follow the Government of Alberta's [Guidance for Playgrounds](#) when using schoolyard and outdoor equipment.

Before and after school, school staff will be assigned to supervise areas outside school entrances. This supervision will help support physical distancing and is part of our Division's COVID-19 Re-entry Strategy.

With this in mind, schools will not be assigning staff to supervise playground equipment before and after school. To support safety, this equipment will be off limits to students during these times.

Families who wish to take children to the playground at other times of the day are encouraged to follow the province's [Guidance for Playgrounds](#) to use the equipment as safely as possible.

At Eastglen, there are no playground facilities for students to use. In addition, there will not be a recess time. Mid morning and mid afternoon breaks will take place within the classroom and students will remain with their class.

## Open- or closed-campus school communities

Junior high and high schools will work with their school community to decide if students will be allowed to leave campus during lunch breaks. If students are permitted to leave the school building, they must:

- exit through their assigned door
- respect physical distancing and all other COVID-19 health protocols when off campus
- assess whether they have any symptoms of illness before they re-enter the school—students with newly developed symptoms will not be permitted
- to return to school
- re-enter the school through their assigned door

Additionally, high schools will need to determine if students may leave campus and return to the school building during a spare period. Schools will also need to identify a space or spaces in the school where students on spares can be accommodated while physical distancing.

Eastglen will be an open-campus community during the lunch hour. Students who stay in the building for lunch will have designated locations for the lunch hour (see lunch protocol section). Students who choose to leave the building will not have access to reenter until their designated afternoon start time.

Students who leave campus during the lunch hour are expected to exit through their designated door at the beginning of the lunch hour. While off campus, students are expected to respect physical distancing and all other COVID-19 health protocols. Any students with newly developed symptoms during this time will not be permitted back in the building. Students will be expected to complete the COVID-19 Information Screening Questionnaire before re-entering the building. If a student is feeling ill, they are not to line up with other students and are to report feeling ill to a staff member.

All students will need to line up at the end of lunch at their designated door prior to re-entering the building. Students are expected to practice physical distancing while waiting to re-enter the building. Prior to lining up, students should complete the COVID-19 Information Screening Questionnaire again to confirm that they have no symptoms and are clear to re-enter the building.

If a student has a spare, they will be required to be off-campus for this time.

In case of inclement weather, classes will have designated locations for the lunch hour (see lunch protocol section) to ensure student groupings are maintained, in addition to physical distancing and other COVID-19 safety measures.

Students are not allowed to leave campus during class time, unless being picked up by a parent due to illness. In this case, students will be expected to follow protocol for illness at school.

## Lunch

It is important for students who stay at school for lunch to remember to bring their lunch each day—schools will not be able to accommodate family members who want to drop off lunches. If a student forgets their lunch, families should phone the school to work out a solution.

Students will store lunches with their other personal belongings.

All students must wash their hands before eating, and eat only their own food. Students are not permitted to share food under provincial health guidelines.

At this time, **microwaves will not be available to students** and vending machines will not be operating.

**Schools will not be able to support any food being brought into the school through a food delivery service (such as pizza or Skip the Dishes).**

Elementary students will remain in their cohort to eat lunch. Multiple cohorts will not gather together to eat. Under Scenario 1, schools will be able to hire lunchroom supervisors to help supervise students. These staff must adhere to all COVID-19 health protocols and will not be able to enter the school if they have symptoms of illness.

Junior high and high school students who stay on campus will be assigned to an area of the school for lunch.

If the school is using a common lunch area, cohorts of students will eat in staggered shifts and the space will be cleaned and disinfected between each cohort. When scheduling lunchtimes, schools will make sure students have a full 20 minutes to eat their lunch.

School cafeterias and canteens must follow the Alberta government's strict [COVID-19 health guidelines](#).

Students are expected to wash their hands at the beginning of the lunch hour, prior to contact with any food. There are over 30 sinks available to students throughout the school to use to wash their hands. Designated sink locations will be confirmed with students and families prior to the commencement of the school year.

In case of good weather, students will then be escorted outside of the school building to their designated lunch spots based on cohorts. Grade 12s will be located on the front lawn (physically distanced and still in cohorts), grade 11s will be located in the north field, and grade 10s will be located in the west field. Students are expected to stay within their groupings and to practice physical distancing.

In case of inclement weather, students will be escorted after handwashing to their designated lunch location within the building. Students are expected to remain within their groupings and follow physical distancing guidelines. These designated areas will be as follows, with specific locations per teacher/class. A school map highlighting these locations will be sent to students and families prior to the start of the school year.

- **Area 1 ( main floor hallway - south portion, PE/Dance hallway, gyms, theatre) -- Grade 10**
- **Area 2 (main floor north central and north hallway) -- Grade 11**
- **Area 3 (upstairs north central and north hallway) -- Grade 12**

Students who choose to go off-campus may do so, but must leave at the beginning of lunch and will not be allowed to re-enter the school until the afternoon classes begin. Students who choose to go off-campus are expected to complete the COVID-19 Screening Questionnaire prior to re-entering the building. Any students with newly developed symptoms will not be allowed to re-enter the school.

At the end of the lunch break, students will be required to line up outside the building at their designated doors at 12:30pm. It is expected that students practice physical distancing while waiting outside to be escorted in. Staff will be outside greeting students at 12:30 pm and will bring their classes into the school at the following times:

#### **10 Level Classes**

- Students in 10 level classes will begin entering the building at 12:35 pm.
- Students in 10 level classes will enter at their designated door.

#### **20 Level Classes**

- Students in 20 level classes will begin entering the building at 12:40 pm.
- Students in 20 level classes will enter at their designated door.

#### **30 Level Classes**

- Students in 30 level classes will begin entering the building at 12:45 pm.
- Students in 30 level classes will enter at their designated door.

Students arriving to school late will be required to enter through the front doors (east side of the building). Students will be expected to go directly to their class.

Please note:

Students are expected to bring their own lunches which they will keep with them throughout the day. There is to be no shared food between students. Microwaves and vending machines will also not be available to students. All spaces used by students during the lunch hour will be cleaned and disinfected properly after use. Students are to use their designated washrooms during the lunch hour. These designations are as follows:

- **Grade 10: Majestic Theatre washrooms**
- **Grade 11: Main floor washrooms**
- **Grade 12: Second floor washrooms**

## Food in schools

There are clear provincial guidelines around food in schools during COVID-19. As a result, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom. Potluck events, barbecues, food trucks or special lunch days (e.g. hot dog day) are all postponed at this time.

## School nutrition programs

Schools that offer school nutrition programs will need to adhere to the following provincial guidelines:

- only designated staff will be permitted in food preparation areas
- under Scenario 1, partner staff responsible for operating the school nutrition program will be allowed in the school to help deliver the program
- partner staff must adhere to all COVID-19 health protocols and will not be able to enter the school if they have symptoms of illness
- all food served to students needs to be served in prepacked portions or served to students by designated program staff
- utensils will be used any time food is served to students
- there will be no shared food condiments or seasonings, such as ketchup or salt and pepper
- any leftover food will be thrown out—schools will not be able to package leftovers to send home to families

School nutrition programming through E4C for snacks and lunch will continue with strict adherence to Alberta Health Services guidelines for COVID-19. However, this will be done in a progression - meaning that there will be no snacks or lunches provided at the start of the year. Rather, as we move into the middle of September and our processes and systems are running effectively, we will then begin providing individually packaged portions as per Alberta Health Services guidelines.

Students will receive these through distribution by staff on a one to one basis while observing physical distancing, and through delivery to each classroom.

## **2020-2021 Division calendar**

The approved [2020-2021 Division calendar](#) will remain in effect for the entire school year, no matter which provincial re-entry scenario we are operating under.

## **Visitors to the office and the COVID-19 visitor log**

### **Volunteers and visitors**

In-person visitors and volunteers will not be allowed in Division schools at this time. This includes guest speakers, sports-team coaches and artists in residence. Individuals are encouraged to communicate with the school through email or by phone.

Currently, parent volunteers are not permitted in the school building. However, we are optimistic that we will find ways to work with parent volunteers later in the school year.

Individuals authorized to enter the school include Canada Post, delivery and maintenance personnel who support the running of the school, and emergency responders. These people will only enter the school if the [COVID-19 Information Screening Questionnaire](#) indicates they are safe and if they have no symptoms. They must also sign the school's COVID-19 visitor log.

Individuals entering the school will be required to wear a mask.

### **Edmonton Public Schools staff entering school buildings**

At this time, under Scenario 1, all Division staff are permitted to enter school buildings as required. This includes supply staff, facilities maintenance personnel, delivery employees, teaching and learning support staff and Division security staff. These staff will only enter the school if the [COVID-19 Information Screening Questionnaire](#) indicates they are safe to do so and if they have no symptoms. They must also sign the school's COVID-19 visitor log.

Division staff entering the school will be required to wear a mask.

### **Family and school communication**

Families can stay in contact with their schools through email and over the phone. Families who need to go into the school must book an appointment in advance. Family members with a scheduled appointment will need to use the Government of Alberta's COVID-19 Information Screening Questionnaire before going to the school to determine if it is safe for them to attend.

Families who are contacted to pick up a sick child can attend immediately. The person picking up the student must be safe to enter the school based on the [COVID-19 Information Screening Questionnaire](#). Family members attending the school for any reason will be asked to complete the school's COVID-19 visitor log.

Family members entering the school will be required to wear a mask.

### **COVID-19 visitor log**

Division staff not regularly assigned to the school, authorized visitors and family members attending the school must fill out the school's COVID-19 visitor log to:

- confirm they are not ill and do not have COVID-19 symptoms
- provide their name
- indicate who they are meeting with
- note the time they arrived at the school
- note the time they left the school
- provide a signature confirming the information is true and accurate

Any visitors to Eastglen school must have an appointment prior to visiting. All visitors must enter through the front doors (east side) and proceed directly to the main office. There will be a limit on the number of visitors allowed per appointment.

Prior to entering the building, visitors must:

- Complete the COVID-19 Screening Questionnaire to ensure they are able to be in the school
- Use hand sanitizer upon entering the building
- Wear a mask at all times while in the building
- Complete Eastglen's COVID-19 virtual visitor log - accessing the QR Code located in the main office

Visitors must physically distance, follow occupancy rules (including a maximum of 4 people in the main office), and must stay behind plexi-glass barriers in the office. Any items touched during visitor check in will be disinfected immediately by school staff using cleaning supplies on hand. There will be

signage and posters for visitors, including occupancy limits, physical distancing reminders, and information re: COVID-19 check in procedure.

Maintenance staff may enter the building using the staff/custodial door. Immediately upon entering, maintenance staff must complete the electronic visitor log, confirming they are able to be in the building based on COVID-19 screening questionnaire.

## Student teachers

The Division will continue to support the placement of student teachers. Student teachers will be expected to follow all safety and health protocols in place for Division staff and students, including the daily [COVID-19 Information Screening Questionnaire](#). They will not be permitted to attend the school if they have symptoms of illness.

If there are student teachers at Eastglen this year, they will be expected to sign in using the COVID-19 Visitor Log daily during the practicum and if they exhibit any symptoms will not be admitted to the building. All student teachers will adhere to the same safety practices and procedures of our regular staff.

## Community use of schools

All community use of indoor school space is currently suspended—this is required to support the proper cleaning and disinfecting of the school facility and to limit access to the school by individuals who are not regular members of the school community.

## Joint use agreements

All indoor joint use of schools for community members is currently suspended. School fields, tennis courts and ball diamonds will remain available for community use through the joint use agreement in the evenings and on weekends.

The Division will work with joint use partners on an ongoing basis to work toward safely reopening school spaces for community use.

## Tenants

Staff from our property management area will work with all tenants to ensure they follow both Alberta Health and Division health and safety expectations and protocols around COVID-19.

## Transportation

### Yellow bus service

Students with COVID-19 symptoms or experiencing illness will not be permitted on the bus.

To help keep students and staff as safe as possible:

- students in Grades 4–12 who are physically, psychologically or developmentally able to wear a mask will be required to do so
- K–3 students are encouraged to wear a mask
- students will be assigned regular seats, using a seating plan that limits close contact with others and requires members of the same household to sit together
- students will respect physical distancing while they get on and off the bus, and staff will remind them of this
- there will be a protective zone between the driver and student passengers
- the bus will be cleaned according to COVID-19 cleaning standards prior to each run, and this cleaning will be recorded by the driver

Families are encouraged to consider getting their children to and from school if they are not comfortable with their child riding on the yellow bus with other children.

### Public transit

Effective August 1, 2020, the City of Edmonton requires passengers to wear masks in all public vehicles such as city-operated buses and the LRT. Students taking Edmonton Transit Service (ETS) transportation will need to follow the city bylaw.

## School libraries

Schools will need to decide if they will use the learning commons or school library space as instructional space. Schools that decide to use this space for instruction must follow COVID-19 strategies that support physical distancing. These spaces will be cleaned and disinfected between each cohort of students.

If the space is used for instruction, students and staff will not be permitted to access books and resources.

The protocol to access library materials and resources will be as follows, based on provincial recommendations:

- students and staff will not access directly
- staff will submit a request for the resources

- a library staff member wearing a mask and gloves will pull the resources
- the resources will be disinfected and then delivered to the classroom
- inside the classroom, resources will be disinfected after each use by a student
- after the resources are returned to the library, they will sit for two days and then be disinfected and reshelved

When staff are assigned to work in the library, all hard surfaces and the overall space will be cleaned and disinfected daily according to COVID-19 cleaning standards.

## Emergency procedures

We are working with City of Edmonton Fire and Rescue to ensure that emergency drills (such as fire drills or lockdowns) reflect COVID-19 safe protocols.

## Teaching and learning

### Family choice

In March, the Alberta government announced that in-person classes were cancelled indefinitely and students shifted to distance and online learning. Students, families and staff across our Division did a great job navigating this sudden change.

As we organize for 2020–2021, we know that all our students need access to high-quality instruction. We also recognize that in-person classes might not be appropriate for all families and staff, depending on their personal circumstances and well-being. That is why we are offering choice.

### A quarterly system for 2020–2021

Families will be able to decide, at four key times throughout the school year, whether their child will attend school in person or choose to learn at home through online instruction.

To offer this choice, we are organizing the school year into four instructional quarters (two-month periods of learning).

- **Quarter 1:** September 3 to November 10
- **Quarter 2:** November 16 to January 29
- **Quarter 3:** February 1 to April 20
- **Quarter 4:** April 21 to June 29

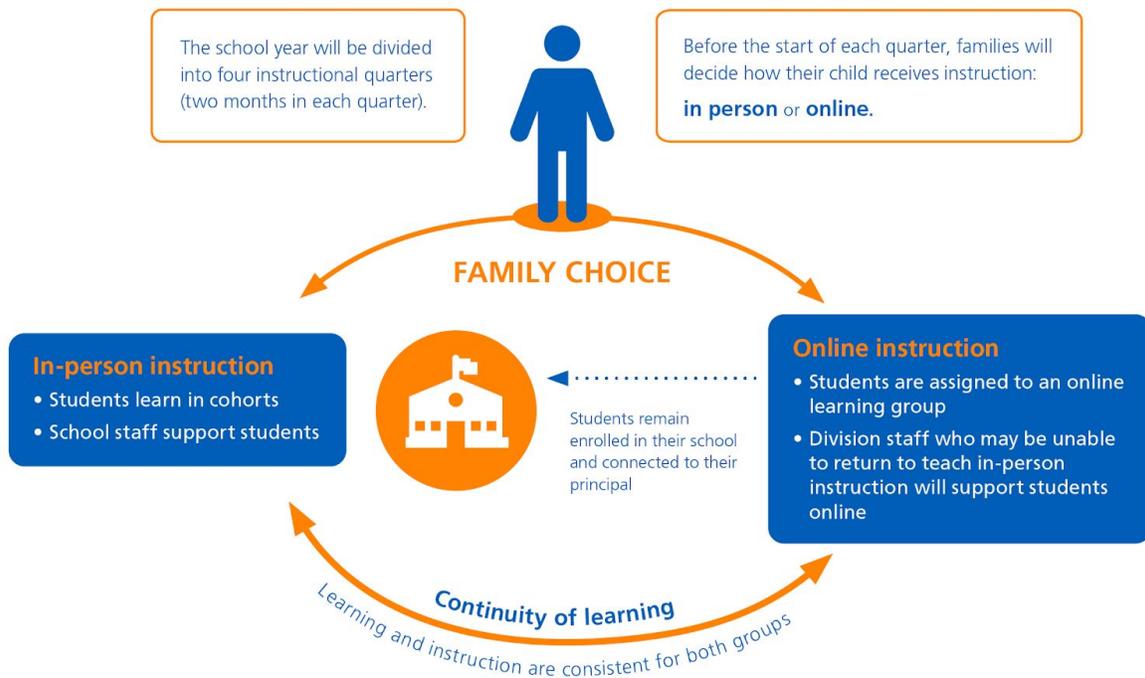
### How it works

First, schools will reach out to families in mid-August to find out if each child will return to school in person or if they will choose online learning at home. Then, schools will organize resources and staff to support the choices that families make for that quarter.

Three weeks before the start of each quarter, families will be asked to indicate their choice for the following quarter. Whether families choose in-person or online learning, they remain enrolled in the school where they registered or pre-enrolled for 2020–2021.

### High-quality resources for all students

To make sure we're ready to deliver excellent online instruction throughout 2020–2021, we have invested significant funding to develop comprehensive resources for students. This will help ensure that quality student learning is consistent for families, no matter which type of instruction they choose for their child.



### School fees

Schools will charge fees to families each quarter, based on whether the family is choosing in-person learning or online instruction for that quarter.

Lunch fees and transportation fees will be included in each quarterly fee schedule. Families may continue to pay these fees on a monthly basis within the quarter.

Because schools will organize their operational spending to best support family choice in their community, schools are not able to refund fees once they have been received for that quarter.

Schools will provide information about school fees based on the quarterly schedule. This information will be provided to families via SchoolZone. All fees, as much as possible, will be collected online.

### **Students enrolled at Argyll Centre**

[Argyll Centre](#) has been delivering home education and online learning services to Edmonton families for more than 20 years. Home education through Argyll Centre is different from the online learning option families will have as part of the Division's re-entry strategy. According to Alberta's [Education Act](#), a home education program is provided by a parent under the supervision of a board of trustees of a school division or an accredited private school. The parent must make sure their home education program meets the requirements in the [Home Education Regulation](#).

Students who are registered at Argyll for the 2020–2021 school year will remain registered there and be supported by Argyll programming for the entire school year.

### **In-person instruction under Scenario 1**

Students who attend school will be assigned to a class where a classroom teacher will support their learning. If the student is registered in an alternative or language program, they will continue to receive instruction in that program.

If a student needs to stay home due to illness, their classroom teacher will provide work to support their learning. The teacher will not provide online instruction.

### **Online instruction under Scenario 1**

Students who learn online will be part of an online learning group with an assigned teacher. This learning format will include live online teacher instruction, directed activities and assignments that students will complete independently.

Online students will remain enrolled at the school where they registered for 2020-2021. However, their online teacher may not be a staff member at that school. As well, students in an online learning group will often be from more than one Division school.

Online instruction will cover all the required areas of the provincial curriculum. Teaching will focus on the core subject areas, with a modified focus on complementary courses. Instruction in French as a second language will continue.

The Division will explore meaningful ways to deliver alternative programming to online students, but we cannot guarantee that all alternative programming options will be available online. Families with children registered in an alternative program will continue to receive information from their school about the program. Online students will also be welcome to participate in any special events related to the alternative program. At this time, schools are limited to hosting virtual events.

## Family choice mid-way through a quarter

### Shifting from in-person to online learning

In some cases, a family may decide part way through a learning quarter that in-person instruction is no longer appropriate for their child. The family should let their school know they plan to move their child to an online learning group for the following quarter. Students who make this change before a quarter ends will continue to receive work from their classroom teacher. The family will be responsible for guiding their child as they complete this work at home. Once the quarter ends, the student will start the next quarter online with a different teacher.

### Shifting from online to in-person learning

Families who chose online instruction and want to transition to in-person learning have the opportunity to do so at the start of each new quarter. When their child moves to in-person instruction, the student will be in a learning group with a different teacher.

## A closer look at in-person instruction under Scenario 1

### Pre-K and Kindergarten programming

Pre-Kindergarten and Kindergarten programming under Scenario 1 will be half days of in-person instruction, with the exception of the Division's 26 full-day Kindergarten programs, which will remain full-day programs.

Classrooms will be cleaned and disinfected between morning and afternoon classes, and each half-day cohort of students will have their own set of toys, manipulatives and resources to support learning. These materials will also be cleaned and disinfected daily.

Additional information around programming for children's learning in Pre-Kindergarten and Kindergarten during COVID-19 can be found in Edmonton Public Schools' Pre-Kindergarten and Kindergarten COVID-19 Guiding document, which will be released soon.

Not applicable.

## Elementary

Students in Grades 1–6 will be organized into learning groups. Each learning group will be considered to be a cohort. Students will remain in their cohort for all instruction and for non-instructional times such as lunch and recess. In most cases, there will be one teacher assigned to the cohort. In some instances, there may be two teachers who share primary instructional responsibilities for a cohort.

Other adults who enter the classroom to interact with a cohort of students (e.g. school administrators, the music teacher, a lunch supervisor) will follow strict provincial health protocols that include hand sanitizing and wearing a mask.

Cohorts will be assigned to enter and exit the school by a specific door and to use a specific washroom.

Not applicable.

## Junior high

Junior high schools will consider a variety of factors to decide how to best organize their students into cohort groups and how to provide programming with minimal disruption to these groups.

As part of this strategy, students will be assigned to enter and exit the school through a specific door and may be assigned to a specific area or wing of the school for break times and using the washroom.

Not applicable.

## High school

High schools will be organized using a quarterly system for the 2020–2021 school year. This means the school year will be divided into four time periods, or learning quarters. Students may take up to two courses in each quarter. This helps to minimize the contact students have with each other as they move between classes.

Student course requests will be scheduled over all four quarters of the school year.

As part of this strategy, students will be assigned to enter and exit the school through a specific door and may be assigned to a specific area or wing of the school for break times and using the washroom.

#### Entering and Exiting:

As previously outlined, students will have designated doors to enter/exit the building. Students will be expected to line up in their classes outside of their door prior to the start of school and at the end of lunch. Students are to maintain physical distancing during this time, and there will be staff supervision to support. Students will use hand sanitizer prior to entering or exiting the school.

#### Traffic Flow:

There will be signage located throughout the school to support traffic flow. This will include directional signage, floor markers, and physical distancing reminders. Students will not be allowed to congregate in any common spaces or the hallways and there will be staff supervision in hallways when students are moving through the building.

#### Food Services:

Students will be required to bring their own lunch and snacks, which they will keep with them throughout the day. The vending machines and microwaves will all be unavailable. We are exploring whether or not we will open the cafeteria for pre-packaged food sales during the lunch breaks. Students will not be able to have food delivered to the school. If a student forgets their lunch, contact should be made with the office who can make arrangements to contact parents/guardians as needed.

#### Spares:

If students have a spare, they are expected to be off-campus for this time. There will not be designated locations within the building for students who have spares.

#### Open/Closed Campus:

Eastglen will have an open campus at lunch times. Students are expected to follow the protocol surrounding this (detailed previously), including following COVID-19 precautions while in the community, completing the COVID-19 Questionnaire prior to returning to the building, and not entering the building if they have newly developed symptoms.

### Student Belongings:

As students will not have lockers this year, they are expected to keep all of their belongings with them. Backpacks are recommended to ensure students have all of the supplies they need, in addition to their lunch, and any change of clothes they may need for gym class (if applicable). This information regarding Phys-Ed classes will be communicated at the start of the year.

### Classrooms:

All classrooms will have soft furnishings and additional furniture removed to allow for maximum space for physical distancing. Student desks will all face the same direction. There will be seating plans in place for all classes and students must sit in their designated seats. Students are expected to wear masks at all times in the classroom as physical distancing will likely be unable to be maintained. To support appropriate physical distancing, students must raise their hand if they need to leave their desk (eg. to go to the washroom, use the pencil sharpener etc). Students are expected to sanitize their hands upon entry to the classroom and prior to exiting.

Students must bring their own classroom supplies - a suggested supply list will be shared with families via SchoolZone. There will be no shared materials in the classroom. If a student does need to borrow a writing utensil, they will be provided one that has been sanitized. Any specific materials used in class will be thoroughly cleaned and disinfected before and after use.

### Instruction:

Students will have the opportunity to take two courses each quarter, equalling a maximum of eight courses in the year. This is in direct alignment with the number of courses students are able to take in a semestered system. We will not be allowing course changes in quarter 1. Students will be able to participate in course changes for quarters 2, 3, and 4.

### Lab based courses:

Students will have the ability to participate in labs in various Science, Math and CTS courses. However, all physical distancing guidelines and cleaning expectations will be in place to mitigate the risk of the spread of COVID-19.

### Lunch:

As previously discussed, all students will have a designated sink to wash their hands prior to commencing lunch and eating any food. Students will use their dedicated sinks and are expected to maintain physical distancing at all times. Groupings by grade level will then have designated locations for the lunch hour where students who stay on site are expected to be maintaining physical distancing. Groupings are organized not to mix during the lunch hour and we will be relying on our

students as partners to adhere to this expectation. Any students going off campus must follow the previously mentioned protocol, including completing the COVID-19 Information Screening Questionnaire prior to returning to the building. At the end of the lunch hour, students will line up at their designated door for their afternoon class. There will be staff supervision and students are expected to maintain physical distancing. Staff will then escort students into their afternoon classes -- they will sanitize their hands upon entering the building and the classroom.

Academic Success Centre/Intervention Room/Tutorials:

Any students who require accommodations will be done in consultation with the teacher and the administration. Students requiring accommodations may have access to the Academic Success Centre. This area will be thoroughly cleaned and disinfected prior to and after use. In addition, students are expected to maintain physical distancing, wear their masks, and sanitize their hands upon entering and exiting this space. There will be no other in-person tutorials at this time, such as extra-curricular clubs, after school labs nor Raising the Grade.

Other:

- Washrooms will have a maximum occupancy of three people
- The main office will have a maximum occupancy of four people (not including office staff)
- There will be floor markers and signage throughout the school to support physical distancing and proper hygiene

## Supporting students with special needs

Returning to school can cause additional concern or anxiety for families of students with special needs. Families need to know we are taking steps to support them. This includes:

- working with Alberta Health Services on COVID-19 safety protocols for some of the complex medical interventions and supports some students require, to keep both students and staff as safe as possible
- adding COVID-19-specific strategies as needed to student-support plans, such as Individual Program Plans (IPPs), Medication Management Plans or Individual Student Behaviour Plans
- addressing effective learning strategies for online learning in IPPs

More information about how we're supporting students with special needs during COVID-19 will be available in the Division's guiding document, which will be released soon.

## International students

Only international students already here in Canada and who have pre-registered for the 2020–2021 school year will be accommodated. The province has indicated that after Canada lifts current travel

restrictions and non-essential travel resumes, international education programs can resume. Any students would need to follow quarantine requirements and any relevant public health orders.

## Use of Technology

Schools will organize in-person instruction to minimize sharing of devices such as Chromebooks and iPads. That could mean schools assign technology to specific cohorts at certain times, or to individual students for extended periods of time. Devices will be disinfected between uses according to Division COVID-19 cleaning guidelines.

Students may be encouraged to bring their own devices to school. In most cases, we recommend Chromebooks because they work with the Google Suite of tools we use across our Division. Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the [Chromebook parent purchase program](#). Students who bring their own device will be responsible for taking it home to charge it every night.

Families who choose to have their child participate in online instruction require access to a device and a reliable internet connection at home. Families without this access should contact their school to borrow a device and arrange internet access, if needed. Subject-specific information (Scenario 1)

## Music

Music instruction will continue, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time. Instruction will focus on music appreciation, theory and playing percussion or string instruments. If music instruction is provided in the music room, it must be cleaned and disinfected between each cohort of students.

Music class will proceed with specific instructions regarding cleaning of instruments and limitations of performances outside of the class setting. The only instruments our students use are guitars and drums. There will be no sharing of instruments and disinfecting of instruments will be completed before the next class is permitted to use the instruments.

## Physical Education

Schools will continue to provide physical education instruction. The province's plan indicates that delivery of programming outside is most desirable, and activities that support physical distancing, such as badminton, are recommended.

Sharing equipment is discouraged. Equipment that is used must be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment.

Use of lockers in the change room will not be permitted.

Whenever possible, physical education will take place outside. When inclement or seasonal weather makes this impossible, students will be in the gymnasium following physical distancing during activities. At this time, lockers in the change room will be unavailable for students to use. Therefore, students will be required to carry their belongings in their backpacks. Teachers will work to adjust activities to support physical distancing and minimize multiple contact sports. Cleaning and disinfecting of Phys-Ed equipment will occur before the next cohort proceeds.

## Art

Students will have their own personal materials. If the art instructional space is a shared classroom, it must be cleaned and disinfected between each cohort of students.

## Labs

Schools will follow COVID-19 health protocols to determine how to deliver lab-based learning as safely as possible. In some cases, students will participate directly in the learning experience. In other situations, teachers may need to demonstrate the learning experience.

## Languages

Students in Grades 4–9 participating in in-person learning will continue to receive instruction in a second language program. Schools will provide 150 minutes of instruction per week. These minutes may only be reduced to allow for learning intervention support for students where appropriate. Schools will work with families when making these programming decisions.

## Complementary courses

Junior high schools will carefully consider safety factors around COVID-19 to assess which complementary courses can be taught, such as band, foods or construction. Schools will review a variety of factors, including student cohorts and physical distancing. Therefore, schools may offer fewer complementary courses, and students may not have choice, but be assigned to those courses.

Our full complement of courses is being offered. These courses will be modified to reflect all physical distancing and Alberta Health Services guidelines. Therefore, students will not necessarily experience courses, such as CTS, in the same capacity and format that they may have experienced in previous years. Student safety and mitigating the risk of spreading COVID-19 will guide all of our programming decisions.

## Work experience

Work experience may resume. Schools that plan to offer work experience will work with the Division Occupational Health and Safety team to make sure all placements have appropriate COVID-19 safety protocols in place.

We will consider all requests for Work Experience. These requests will be reviewed individually and in conjunction with parents and employers to review all safety guidelines which will need to be in place for this work experience to occur. Interested families are invited to contact the school administration for more information.

## Curriculum resources to support continuity of learning

We are co-ordinating in-person and online teaching to make sure students across the Division learn key themes or units of the curriculum at the same time during the school year. This will ensure that students who shift between in-person and online learning groups in 2020–2021 can do so without disrupting the continuity of their learning. It will also help keep students on track if they need to miss school due to illness or to self-isolate.

We have also developed resources to help families support their child’s learning.

## Alternative programs

Edmonton Public Schools respects the choice of families—both when they registered for school last spring and now, as they navigate a return to school during COVID-19. With this in mind, it is important to recognize the following:

- Students registered in a Division alternative program who are participating in in-person instruction will continue to receive instruction related to the alternative program.
- Students registered in a Division alternative program who are participating in online instruction will receive instruction that covers all required areas of the provincial curriculum. The Division will explore meaningful ways to deliver alternative programming to online students, but we cannot guarantee that all alternative programming options will be available online. Families with children registered in an alternative program will continue to receive information from their school about the program. Online students will also be welcome to participate in any special events related to the alternative program.

## Assessment

Teachers will assess students throughout the school year, for both in-person and online learning. Student progress will be reported to parents at four key times throughout the year. At the end of each learning quarter, families will receive the following information about their child’s learning growth and progress:

- Kindergarten to Grade 9:
  - November 2020: an interim report summarizing growth and progress
  - February 2021: a mid-year progress report indicating achievement across all subject areas
  - April 2021: an interim report summarizing continued growth and progress
  - June 2021: a final progress report indicating year end achievement for all subjects
- Grades 10 to 12:
  - Students will receive a report summarizing achievement and providing a final course grade at the end of each instructional quarter: November 2020, February 2021, April 2021, June 2021

At this time, all parent-teacher conferences will be arranged online.

The Division will be revising the assessment plan template to reflect the quarterly schedule. More information around interim and progress reports and specific dates for reporting and learning conferences will be coming soon.

### Provincial exams across the scenarios

Exam	Scenario 1	Scenario 2	Scenario 3
<b>Provincial Student Learning Assessments Grade 3</b>	Optional for individual schools	Optional for individual schools	Cancelled
<b>Grades 6 and 9 Provincial Achievement tests</b>	English Language Arts, French Language Arts and Mathematics	English Language Arts, French Language Arts and Mathematics	Province will determine
<b>Grade 12 Diploma exams</b>	Mandatory (30% towards final grade)	Mandatory (30% towards final grade)	Province will determine

## School-based activities

### Field trips

Field trips that require students to ride a bus are currently postponed, in keeping with provincial guidelines. As well, our Division has decided that:

- international field trips are suspended for the 2020–2021 school year because of uncertainty and risks associated with travel during COVID-19
- field trips within Canada are suspended but will be reviewed as chief medical officers of health adjust recommendations about traveling between provinces (learn more about [Alberta's COVID-19 travel restrictions](#))
- overnight trips are suspended, and the opportunity to plan and participate in these trips will be reviewed throughout the year as Alberta's chief medical officer of health adjusts local COVID-19 guidelines
- virtual field trips, in-class/classroom field trips and socially distanced community walking trips that follow COVID-19 health and safety protocols are permitted

### Assemblies and special events

Gatherings that bring multiple cohorts of students together are not permitted at this time. This includes such things as performances, book fairs, guest speakers, school dances, in-person meet-the-teacher events and group fundraisers like bike-a-thons.

Virtual assemblies may be held within the school community.

This year's READ IN Week event will be limited to school staff reading with students and virtual guest readers.

### Extracurricular activities (including athletics)

Schools will evaluate whether they can offer extracurricular activities that follow COVID-19 protocols, and let families know which activities are available. Students will be able to participate in those activities regardless of whether they choose in-person or online learning.

### Graduations

At this time, the Division has not made a decision about traditional graduation ceremonies for the class of 2021. Schools may begin to plan celebrations for the class of 2021. These plans **must** include a COVID-19 contingency plan.

## School council meetings

School council meetings for the 2020–2021 school year may go ahead. These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial [School Re-entry Plan](#) and the [COVID-19 Division Re-entry Strategy](#).

Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings.

Any in-person meeting must adhere to COVID-19 health and safety protocols.

We will begin our year with online Google Meets for all School Council Meetings. Our first meeting is scheduled for Tuesday, September 22, 2020 at 6:30 pm. At that time all further meeting dates will be determined and we will also pivot to in-person meetings when it is safe to do so.

## Supporting mental health and well-being

COVID-19 is causing a lot of uncertainty for families and our communities. To support students and families, our Division is working on a set of mental health resources that families and caregivers can use. These will be released in the coming weeks.

Parents or guardians who are concerned for their child's well-being can reach out to these community resources:

- Mental Health Helpline: 1-877-303-2642
  - This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental-health services and referrals to other agencies.
- Kids Help Phone: 1-800-668-6868
  - [kidshelpphone.ca](http://kidshelpphone.ca)
  - Text CONNECT to 686868
- Health Link: 811
- Alberta Health Services
  - [Help in Tough Times](#)
  - [Healthy Together](#)
- The federal First Nations and Inuit Hope for Wellness Help Line, at 1-855-242-3310, is available 24 hours a day, seven days a week; online chat at [Hope for Wellness](#).

