



2020-2021 Re-Entry Plan
Information for
Students, Families, Staff, and Visitors

This document will be updated regularly as information and circumstances change.



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Following the Government of Alberta’s direction, Black Gold School Division (BGSD) and École Champs Vallée School (ÉCVS) is implementing the Guidance for School Re-entry - Scenario 1 from Alberta Education and Alberta Health Services (AHS), for September 2020.

This document details the conditions and protocols which will be in place for École Champs Vallée School for the upcoming 2020-2021 school year. Administration realizes that this plan must be a flexible one, and as our situation changes, so does our plan. This is in compliance with AHS guidelines, as well as the Black Gold School Division plan.

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DAILY CHECKLISTS

Before entering a Black Gold School Division operated school or building, students, staff, family members, visitors, and contractors must complete a mental checklist. Teachers will reinforce the checklist with students. Families are encouraged to do so as well.

STUDENT CHECKLIST

USE THIS CHECKLIST TO PREPARE FOR SCHOOL SAFELY

Before you leave home

- [Complete the verbal COVID-19 Screening Questionnaire](#) (or see page 7).
- DO NOT leave home if you feel unwell or have COVID-19 symptoms—fever, cough, runny nose, sore throat, shortness of breath, loss of smell and taste, aches, pink-eye, nausea.
- Ensure you've packed all your required supplies, as stipulated by the school.
- Ensure you have multiple face-coverings—supplied by students or BGSD—and proper storage.
- Ensure you have a water bottle, labelled with your name.
- Leave toys and other unnecessary items at home.

Arrival at school

- Students in grades 4 to 9 must wear a mask when entering the building. **Students (Gr. 4 to 9) will not be admitted without a mask and parents will be contacted.**
- Students in Kindergarten to Grade 3 are strongly encouraged to wear a mask.
- Enter only at your designated time and entrance.
- Wash or sanitize your hands as soon as you enter the building.
- Respect physical distancing guidelines.
- Late arrivals must go to the front entrance for check-in.
- Enter the school, with a mask, at the designated time and location—specified by the school.

During school

- Remain with your cohort and follow physical-distancing guidelines when entering, exiting and moving throughout the building—wearing a mask if physical distancing isn't possible.
- Wash or sanitize your hands before entering and exiting the classroom, before eating, after using the washroom, before and after mask use, and when directed by BGSD staff.
- Practice respiratory etiquette.
- Eat only in your designated classroom or eating area.
- Students will not be permitted to leave campus during the day to go home for lunch or go out to buy lunch.
- Refrain from touching your face, eyes, mouth, and mask with your hands.
- Refrain from shaking hands with others and speaking or laughing loudly to prevent the spread of vapour droplets.

Pick up and after school

- Sanitize your hands when exiting the building.
- Keep your mask on while exiting at your designated time and location.
- Respect physical-distancing guidelines.
- Leave the facility and school grounds.



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STAFF CHECKLIST

USE THIS CHECKLIST TO PREPARE FOR SCHOOL AND WORK SAFELY

Before you leave home

- [Complete the verbal COVID-19 Screening Questionnaire](#) (or see page 7).
- DO NOT leave home if you feel unwell or have COVID-19 symptoms—fever, cough, runny nose, sore throat, shortness of breath, loss of smell and taste, aches, pink-eye, nausea— and notify your supervisor.
- Ensure you've disinfected all personal supplies before coming into the workplace.
- Leave any unnecessary items at home.
- Ensure you have multiple face-coverings—supplied by BGSD or yourself.
- Ensure you have a water bottle.

Arrival at the workplace

- Enter the school at the designated time and location—specified by school or department—wearing a mask or face-covering.
- Respect physical-distancing guidelines.
- Wash or sanitize your hands as soon as you enter the building and classroom.
- Register your attendance for contact-tracing purposes.
- Try as much as possible to physically distance if working outside your cohort group.

During the workday

- Wear a mask when moving throughout the building and when physical distancing isn't possible.
- Meet students at the designated entrance and start time, if applicable.
- Remain with your cohort and follow physical-distancing guidelines when entering, exiting and moving throughout the building.
- Wash or sanitize your hands before entering and exiting the classroom, before eating and after using the washroom.
- Practice respiratory etiquette.
- Eat only in designated areas.
- Refrain from touching your face, eyes, mask, and mouth with your hands.
- Refrain from shaking hands with others and speaking or laughing loudly to prevent the spread of vapour droplets.

After school or work

- Ensure cleaning and disinfecting measures are followed for the classroom or workspace.
- Sign out of the attendance log for contact-tracing purposes.
- Wash or sanitize your hands when exiting the building.
- Keep your mask on while exiting at your designated time and location.
- Respect physical-distancing guidelines. Leave the facility promptly after work is complete.



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PARENT AND GUARDIAN CHECKLIST

Before you leave home

- [Complete the verbal COVID-19 Screening Questionnaire](#) (or see page 7).
- DO NOT allow your child to leave home if, or a household member is, feeling unwell or have COVID-19 symptoms—fever, cough, runny nose, sore throat, shortness of breath, loss of smell and taste, aches, pink-eye, nausea.
- Have a plan in place to pick up your child in the event he or she becomes unwell at school.
- Ensure your child brings the designated daily supplies, as required by the school.
- Ensure your child has multiple face-coverings—parent, guardian, or BGSD supplied.

Arrival at school and during the school day

- Drop-off or pick up your child at the designated time and location—specified by the school.
- DO NOT enter the school unless necessary**—medical needs, learning supports—or asked by administration.
- Families should make appointments by contacting the office if they wish to meet with school personnel. If there is an urgency, please contact the school by phone or by using the front doorbell-intercom.
- If accessing the school with an appointment, please wait at the front door, wear a mask, follow the school’s site visitor protocol.
- Parents and visitors are not permitted to wait inside or visit through the school, playground, and recess areas.
- Maintain physical distancing.
- Refrain from shaking hands with others and speaking or laughing loudly to prevent the spread of vapour droplets.

Pick up and after school

- Respect physical distancing.
- Pick up child(ren) at designated exit—specified by the school.
- Leave the facility and school grounds after pick up.



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VISITOR, CONTRACTOR, DAYCARE WORKERS CHECKLIST

USE THIS CHECKLIST TO ENSURE YOU ENTER A BGSD BUILDING SAFELY

- Make an appointment to enter the school. Non-essential visitors and contractors ARE NOT permitted in the school or workplace without an appointment.
- Before entering, [complete the verbal COVID-19 Screening Questionnaire](#) (or see page 7).
- DO NOT enter any BGSD buildings if feeling unwell or have COVID-19 symptoms—fever, cough, shortness of breath, sore throat, runny nose, loss of smell or taste, nausea, pink-eye.
- Sign the visitor log at the main office and follow site visitor protocols.
- Practice respiratory etiquette.
- Practice physical distancing and wear a mask or face covering.
- Daycares should arrange for a safe meeting spot away from entrances and high traffic areas.



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COVID-19 CHECKLIST FROM AHS

Overview

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

Attendees should fill out this checklist prior to participating in the activity or program. If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. Children and youth will need a parent to assist them to complete this screening tool.

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

Screening Questions

1. Does the attendee have any new onset (or worsening) of any of the following symptoms:

- Fever YES / NO
- Cough YES/ NO
- Shortness of Breath / Difficulty Breathing YES / NO
- Sore throat YES NO Chills YES NO Painful swallowing YES / NO
- Runny Nose / Nasal Congestion YES / NO
- Feeling unwell / Fatigued YES / NO
- Nausea / Vomiting / Diarrhea YES / NO
- Unexplained loss of appetite YES / NO
- Loss of sense of taste or smell YES / NO
- Muscle/ Joint aches YES / NO
- Headache YES / NO
- Conjunctivitis (commonly known as pink eye) YES / NO

2. Has the attendee travelled outside of Canada in the last 14 days? YES / NO

3. Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days? YES / NO

4. Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days? YES/ NO

* Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing the recommended personal protective equipment is not considered to be a close contact. ** 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above.



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SCHOOL SUPPLIES: REQUIRED EVERY DAY

In addition to having their [school supplies for the year](#), each student must bring the following belongings into the school using a backpack

KINDERGARTEN

- items outlined on the school's kindergarten [supply list](#)
- snack- food sharing is prohibited
- water bottle—labelled with the child's name
- tissues
- personal-care items, as required—diapers, wipes, change of clothes, medical care
- a minimum of two masks or face-coverings—stored in a paper or cloth bag.

GRADES 1 TO 9

- items outlined on the school's [supply list](#) and directed by teacher
- snacks and lunch—food sharing is prohibited and students must remain at school.
- water bottle—labelled with the child's name
- tissues
- a minimum of two masks or face-coverings—stored in a paper bag or cloth bag.

STORING PERSONAL ITEMS AND SUPPLIES

Students in classrooms that have access to hooks or lockers can store personal materials when organized by cohort group or proper physical-distancing guidelines—leave non-essential items at home.

Students in classrooms without locker access can bring items, in a backpack, into the classroom. When possible, teachers may assign cabinet space in the room for students to access for storage.



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SCHOOL START-UP

Outdoor Office

- We will have a secretary and an administrator posted outside of the main entry doors to answer any questions during the first two weeks of school.
- Times: 8:15am-8:45am; 12:00-12:30pm; and 3:00pm-3:30pm.

School Supplies

- Students will be assigned a desk and given space to store their supplies. Jackets and backpacks will stay on their chairs.

Lunch and recess

- Students will follow the scheduled lunch and recess breaks.

Dismissal

- Students will be dismissed between 15:00 and 15:12 and will head to their bus or their designated pick up spot if not walking home.

HOW TO PREPARE FOR BACK TO SCHOOL: PRACTICE, PRACTICE, PRACTICE

- Practice washing hands and using hand sanitizer.
- Practice proper mask use—putting it on, taking it off and keeping it on.
- Practice opening prepared foods such as snacks, containers, lunch boxes.
- Practice opening, closing, and storing personal items—pencil cases, backpacks, jackets, shoes.
- Practice doing up clothing—zippers, buttons, tying shoelaces.
- Practice proper respiratory etiquette and strategies to support physical distancing.

DAILY ROUTINES STARTING SEPTEMBER 11

Drop off Procedures

- Student drop off is between **08:15 and 08:25**
- Students go directly to their assigned doors and proceed to their classrooms.
- Staff will be at the doors to help with hand sanitizer application.
- Bus lane will remain at the front of the school.
- Parents can accompany students to the outside entry doors, but parents are not to enter the school without an appointment.
- Late arrivals (after 08:40) will be required to check in at the front doors and be directed to their classroom.

Pick Up Procedures

- Dismissals will be staggered in the window of **15:00-15:12** to avoid crowding in exits.
- Parents should remain outside the building for pick up and maintain appropriate physical



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distance.

- Bus students will line up in their loading order, outside, before boarding buses (this will be practiced on staggered entry days).
- **Please make a plan with your child/children on pick-up outside the school.**

Office Procedures

- We will have an outside office (weather permitting) at the front of the school.
- The inside office will remain locked. Please call, use the intercom doorbell, or email with questions or to arrange an appointment.
- Hand sanitizer station will be set up by the sign in/out computer - this will be sanitized after each use using the sanitizing materials provided.
- Late arrivals: please use the front door and observe physical distancing protocols.

SCHOOL PROTOCOLS

Hallways

- Water fountains will be bottle filling stations only. Students are asked to bring their own water bottle.
- Signs will be posted and floor stickers will indicate direction of travel.
- “Stay to the right” will be the preferred method of travel.
- Appropriate distancing will be encouraged when walking the halls either independently or as a group.

Washrooms

- Signs will be posted regarding protocols.
- Students will use the washroom closest to their classroom.
- Maximum 3 students in the washroom at a time.
 - If fully occupied, students will wait outside on a spot that encourages distancing.
- Please notify your child’s teacher if there are any medical/physical conditions that might make waiting to use the washroom problematic.

Mask Use

- **Mask use is required for all grade 4 to-9 students as well as all staff and visitors.** It is strongly recommended that all students in Kindergarten to Grade 3 wear masks as well.
- Students and staff will keep masks on in class. At the teacher’s direction, students will be allowed to remove their masks when appropriate or a minimum 2 meter distance can be maintained. Students can choose to keep a mask on at any time and will not be directed to remove it.
- If students in Grades 4 to 9 aren't seated in desks that are in a straight forward-facing row, they must wear a mask in class.
- If students in Grades 4 to 9 are seated at shared tables, masks must be worn.
- If any staff are not seated at their desk with a minimum of 2 meters distance to the nearest person, they must wear a mask as well.
- Please see the Alberta Education and Black Gold Re-Entry Plans for exemptions.
 - If your child requires a medical or developmental exemption, please contact the



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school administration.

Recess

- All students in Grades 1 to 6 will go outside for morning, lunch, and afternoon recesses.
- Students will be required to wear their mask until they are outside and before they re-enter. Students are encouraged to keep their masks in a labeled bag, on a breakaway lanyard, or inside a pocket, hat, or toque when not in use.
- Student recess times will be staggered by grade.

Grade	Morning Break	Lunch and Break	Afternoon Break
1 to 6	10:11-10:26	12:02 - 12:45	13:53-14:05
7 to 9	TBD by the teachers	12:29 - 13:19	TBD by the teachers

School Supply Management

- Students will bring their supplies on their staggered entry day.
- All supplies should be labelled with student names.
- Sharing supplies will not be allowed.
- All students regardless of grade are encouraged to bring their own Chromebook or iPad.
- If you are unable to supply a Chromebook, laptop, or iPad for your child, one will be assigned to him/her and monitored by the homeroom teacher.
- Regular sanitizing of devices will be performed by students (with teacher support when needed).
- At this time, BGSD has directed us not to use hallway lockers. students without classroom lockers will store backpacks and jackets on and around their desk area. We will continue to examine this practice, and make changes as necessary.

Movement Between Classes

- Students will remain in their homerooms and teachers will move rooms as needed.
- Students will 'stay to the right' when walking in hallways and will adhere to physical distancing protocols.
- Classes will coordinate to make sure that only one class at a time is using a hallway.

Lunch and Snacks

- "Hot lunch" and all food sales will be suspended for the year.
- No microwaves, kettles, refrigerators, or toasters will be available for students or staff use.
- Students are encouraged to bring food in thermal containers if warm lunches are desired.
- Drink and food containers should be brought home and cleaned each day.

Cleaning

- Cleaning protocols will be strictly adhered to in accordance with AHS guidelines.
- Students will be required to use hand sanitizer upon entering or leaving a room.
- Students will be provided sanitizing materials to wipe down their work areas throughout



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the day.

SUBJECT/LEARNING SPACE SPECIFIC PROTOCOLS

Physical Education

- When possible, Physical Education (PE) will be outside ,as the risk of transmission is more likely to occur indoors rather than outdoors. The [Guidance for Sport, Physical Activity and Recreation](#) will be followed.
- Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling).
- Locker rooms and change rooms:
 - Kindergarten through Grade 6 students will not change for Physical Education classes.
 - Gr. 7-9 students will change in change rooms within their cohort groups. These will be cleaned daily.
- Students will sanitize hands before and after PE.

Library

- **Students in Kindergarten to Grade 3** will have a selection of library books brought to their class.
- **Students in Grades 4 to 9** will pre-order their books with the librarian on “Destiny” and will receive their books shortly after.
- Our librarian will do her best to fulfill requests from any student if a particular book is requested.

Music

- Elementary Music will continue for the 2020-21 school year. The music teacher will move from class to class rather than students going to the music room.
- Each student will have an individual music bag containing a variety of instruments. These will not be shared.
- Students will not be participating in singing during music class.

Career and Technology Foundations (CTF)

Grade 5 and 6

- Students will receive CTF instruction from their homeroom teacher, each Wednesday during blocks 5 and 6.

Grade 7,8,9 Options

- Thursday - Grade 7
- Friday - Grade 8 & 9
- Students will remain in their homeroom cohort and teachers will go to the classrooms.
- Pre-assigned options will vary for each cohort

Health and Wellness

Health curriculum will focus on physical and mental wellness. Students will continue to learn about the importance of hand washing, mask use, cohorting, and resiliency in the face of adversity.



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ADDITIONAL ITEMS

Meet the Teacher

- There will not be an in-person Meet the Teacher this year.
 - The school will communicate a plan for teacher introductions and provide opportunities to meet by phone or video.

Lost and Found

- We will not be maintaining a school lost and found this year.
- Unfortunately, items found outside without a name on the label or clearly visible will be thrown out.
- Items left in the classroom will be kept in the classroom for a reasonable amount of time to allow for opportunity to be claimed.
- Please consider marking or labelling face masks to avoid confusion if misplaced.

Outdoor Breaks

Outdoor class activities will be highly encouraged for all subjects.

- It will be important to complete your walking permissions as soon as possible.
- Students should dress for the weather and be prepared to spend time outdoors.

School Sports

- Interschool sports will not take place for the foreseeable future.
- [Virtual Running Club](#)



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Healthy Communities.
Together.



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