

Hugh Sutherland School Re-Entry Plan

August 28th, 2020

Scenario Number 1:

Classes resume, near normal operations with health measures.

This document, while based on the [Chinook's Edge School Division Re-Entry Plan](#) and the [Alberta Guidelines for Re-Entry](#), intended to provide additional information specific to Hugh Sutherland School. Please reference the Chinook's Edge School Division Re-Entry Plan for complete information on school re-entry. This document is intended to be a guide for parents, students, community members, and Hugh Sutherland School staff members.

For a daily summary of the procedures within the CESD Plan and this HSS Plan, please refer to the Hugh Sutherland School Daily Practices document that is at the end of this plan. The expectation is parents will go through this Hugh Sutherland Daily Practices document on a daily basis at home with children and staff members will review with their students in the classroom.

Safely Back to School

We are looking forward to welcoming back students for in person learning at Hugh Sutherland School. We are committed to ensuring safety, following all health guidelines, while providing quality learning for our students.

September Staggered Start

It is imperative that students and staff have the time to ensure full understanding and practice of safety measures.

Students will be welcomed back in a staggered manner to assist with a seamless transition back to class. From September 1 to 9, we will have students attend based on the last name to keep siblings connected. The schedule will be:

- Tuesday, September 1: Last names A-K
- Wednesday, September 2: Last names L-Z
- Thursday, September 3: Last names A-K
- Friday, September 4: Last names L-Z
- Tuesday, September 8: Last names A-K
- Wednesday, September 9: Last names L-Z
- Thursday, September 10: First day of classes for everyone
- Friday, September 11: No school. Organizational Day for staff to reflect and refine the re-entry plan (September 25 will no longer be a PD day in exchange)
- Monday, September 14: Regular classes resume

Health Measures and Daily Screening

Before leaving home, staff, children/students, and visitors who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the [Alberta Health Daily Checklist](#). Should anyone answer “YES” to any of the daily health check questions, they are prohibited from entering the school. Your child must stay home.

Hand washing is the best practice when facilities are available. If facilities are not available, hand sanitizer is required for all people entering the school, exiting the school, entering classrooms, after using washrooms (hand washing is preferred), after eating and before putting on a mask. Hand sanitizer is available in multiple places throughout the school, but students are also encouraged to bring their own.

Personal Protective Equipment and Controls

The province has mandated the use of masks for all persons within the school. Students, staff and visitors are all required to wear a mask before entering the school, exiting the school and in all common areas within the school. Masks are to be worn within classrooms and can only be removed under the direction of a staff member. When using masks, every effort will be made to follow appropriate protocols regarding [safe mask usage](#). At Hugh Sutherland School, grades 4-12, are required to follow our mask guidelines and protocols. Grade 3 Students are highly recommended to follow our mask protocols.

Each student will be provided with 2 re-usable masks from the school. Please ensure your child brings enough masks for each day (minimum one mask, but an extra mask or two is always a good idea). Parents should think about having mechanisms for students to store masks during the day when it is not being worn. Suggestions could be a brown bag, fanny pack or pocket on a backpack.

Students unwilling to wear a mask will be sent home.

Water Fountains and Water Bottles

While water fountains remain open, they are only to be used to fill water bottles and students are asked to bring a full water bottle with them to school each day.

Cohorting and Physical Distancing

Hugh Sutherland School is establishing cohorts within all elementary classes and where possible within the secondary. Junior High classes will be cohorted except for options. Cohorting within the High School is difficult, however, every attempt will be made to prevent the unnecessary mixing of students and to limit student movements.

Students are to maintain physical distancing and remain 2 meters apart whenever possible. When social distancing is not possible, such as within a classroom setting, all attempts will be made to spread students out. In the case of classes with tables and students facing each other, plexiglass and plastic dividers will be utilized along with mask usage.

To ensure social distancing; posters and directives have been put up throughout the school, direction arrows have been placed on floors, entry, exit, breaks, lunch, and recess time have been staggered, with lockers use not permitted.

Drop Off and School Entry Procedures

Parents/guardians must remain off school grounds or within their vehicle when dropping off their children. All students will be assigned an entry point, and will maintain physical distancing where possible. Students should go directly to their entry point and wait for direction from staff. Entry points may be adjusted in the case of inclement weather.

All students will wear a mask and use the provided hand sanitizer before entering the building.

Late students who arrive after the opening bells need to report to and sign in at the office.

Elementary - Grades 3-6

Based on the recommendations from Alberta Ed. and AHS, that students remain with homeroom classrooms (cohorts) as much as possible, enter in multiple doors and be socially distanced as much as possible.

1. All elementary students will be asked to enter the building wearing their masks.
2. All elementary students will line up in a designated area and be invited into the school by a supervisor.
3. Designated area for each class will be initially marked by a pylon, **will be outside their designated door** and this will become the class's designated meeting spot for fire drills as well. Students will line up in this designated area before entering the building after recess times. They will be instructed by supervisors when to enter.
4. Classes will have a designated door that is the only door the student uses throughout the whole school day when entering and exiting the building.
5. These are the assigned doors. **The assigned doors are labelled on the school map that is below this document.**

Laura Sangster - 6A - west 4-6 wing - Door #6
Crystal Connolly - 6B - west 4-6 wing - Door #6
Monica Webster - 6C - own classroom door (outside) (Door #9)
Ashley Ure - 6D - front main entrance (Door #1)

Michaela Allen - 5A - north 4-6 door - Door #5
Erin Gole - **5B(note class change)** - north 4-6 door - Door #5
Leah Knudsen - 5C - north 4-6 door - Door #5
Tilly Heenan - **5D (note class change)** - west 4-6 wing - Door #6

Amanda King - **4A (note class change)** - southwest gr. 3 wing door - Door #8
Kari Wayne - 4B - north grade three doors - Door #7
Colin Olthof - 4C - west 4-6 wing - Door #6

Twyla Jeske/Carlee Hutcheon - **4D (note class change)** - north 4-6 door - Door #5

Donna Breakey - 3A - northwest gr. 3 wing door - Door #7

Kari Wayne 3B - northwest gr. 3 wing door - Door #7

Kelly Grey - 3C - northwest gr. 3 wing door - Door #7

Dawn Braga 3D - northwest gr. 3 wing door - Door #7

6. Students will go out for all recesses with a TEAM. The teams are purposefully multi-graded. **Each team will be staggered.** It is far easier to keep students socially distanced in this situation. Multi-graded teams allow us to rotate through the playground easier, students will be better able to be supervised and it allows for the physical needs of students to be accommodated within the guidelines. Please note that TEAMS have been established based on grade and designated doors.

TEAMS

TEAM A

6A - Sangster - west 4-6 wing - Door #6

5A - Allen - north 4-6 door - Door #5

4A - King - southwest gr. 3 wing door - Door #8

3A - Breakey - northwest gr. 3 wing door - Door #7

TEAM B

6B - Connolly - west 4-6 wing door - Door #6

5B - Gole - north 4-6 door - Door #5

4B/3B - Wayne - southwest gr. 3 wing door Door #7 *** Kari will join this team with her split 3/ 4

TEAM C

6C - Webster - Webster's Classroom Door - Door #9

5C - Knudsen - north 4-6 door - Door #5

4C - Olthof - west 4-6 wing Door #6

3C - Grey - northwest gr. 3 wing door Door #7

TEAM D

6D - Ure - Main Entrance - Door #1

5D - Heenan - west 4-6 door - Door #6

4D - Jeske/Hutcheon - north 4-6 door Door #6
3D - Braga - northwest gr. 3 wing door - Door #7

Secondary - Grades 7-12

Based on the recommendations from Alberta Ed. and AHS, students will enter in multiple assigned doors and be socially distanced as much as possible.

1. All secondary students will be asked to enter the building wearing their masks.
2. All secondary students will proceed to their grade specific assigned door.
3. The grade will be posted on the assigned door and **the assigned doors are labeled on the school map that is below this document.**
4. Grades will have a designated door that is the only door the student uses throughout the **whole school day** when entering and exiting the building (including lunch time).
5. These are the assigned doors:
 - Grade 7 - front main entrance (Door #1 on the map)
 - Grade 8 - Front entrance door at the start of the secondary wing (Door #2 on the map)
 - Grades 9 & 10 - High School East doors (Door #3 on the map)
 - Grades 11 & 12 - North Gym entry door (Door # 4 on the map)

Pick Up and School Exit Procedures

Parents/guardians must remain off school grounds or within their vehicle when picking up their children. All students will be assigned an exit point, and will maintain physical distancing where possible. At the end of the school day, or when leaving the building, students should go directly to their **assigned door** and proceed to their designated pick up location. **It is imperative that students are picked up promptly at their assigned exit times so social distancing can be maintained in front of the school.** Designated exit and pick up points may be adjusted in the case of inclement weather.

Based on the recommendations from Alberta Ed. and AHS in order to promote social distancing, student exit from HSS will be staggered. The schedule for student exit is as follows:

Dismissal - there will be a staggered dismissal time. Elementary students will be dismissed by TEAMS as the teams have been formed based on designated doors. Students will exit the building wearing their masks.

Team C Elementary Students - 2:50 pm.
Team B Elementary Students - 2:54 pm.
Team D Elementary Students - 2:58 pm.
Team A Elementary Students - 3:02 pm.

Grade 7, 8 and 9 Students - 3:05 pm.

Grade 10, 11 and 12 Students - 3:10 pm.

In Person Learning

Hugh Sutherland School staff members are looking forward to welcoming students back into the classroom safely. (See personal protective information above). Classrooms will support physical distancing by spacing desks as much as possible, ensuring that desks are facing the front of the classroom, and by separating students with a plastic or plexiglass partition at learning stations/tables.

When entering and exiting the class, from grades 3-12, all students will use hand sanitizer and wear a mask. Student masks can only be removed within the classroom when instructed by a staff member.

All students within HSS will be assigned a desk (seating plan) within each classroom.

Staff and students are to utilize their own personal items (ex electronic devices, writing instruments, school supplies) and avoid use of shared items. Students will be asked to assist with cleaning of shared resources between uses. (ex microscopes, student technology). Each classroom will have its own supply of hand sanitizer, cleaner, and a few disposable masks.

Lockers will not be utilized within the school. Therefore, each student must bring a backpack with their daily belongings, supplies and food. In the elementary classes, each teacher will have individualized designated student bins in their classes. In the secondary, students will need to carry all of their belongings with them from class to class.

All teachers will be using Google Classroom to ensure consistency and a smooth transition if we need to move to Scenario #2 or #3.

Teachers will spend time at the start of the year assessing past learning. Teachers will complete benchmarking early in the fall to determine student understanding of key concepts from remote learning in the spring of 2020. This review will not be used for evaluation but will guide teachers and assist with learning plans.

Physical Education

Based on the ASAA recommendation, locker rooms/change rooms at this time are no longer used for changing. Therefore, students will not be changing for PE. Students are expected to wear athletic clothing on the days that they have PE. Students will need to wear appropriate footwear. PE students are expected to bring a change of footwear. Students will not be able to participate in the gym if their footwear is dirty or will mark the floor.

Use of Technology

Students are encouraged to bring their own devices (preferred Chromebooks) at all grade levels. Chromebooks are used throughout Chinook's Edge School Division from grade one to twelve.

We are asking:

Students in grades 3-6 bring your own device if possible

Students in grades 7-8 are strongly encouraged to bring their own device

Students in grades 9-12 are expected to have their own device

For students who do not have access to their own device, HSS has several Chromebooks that can be signed out or used for in class use. If students require use of school owned technology in the classroom, teachers will work to limit the number of students that contact the device. Students will be asked to clean shared devices after each individual's use. Classrooms will be equipped with cleaner and Chromebook carts will have instructions for cleaning protocol.

Field Trips

As per recommendation from AHS, field trips involving group transportation are prohibited at this time. Walking trips are permitted as long as physical distancing may be maintained.

Lockers

Students will not have access to lockers at this time. All students will need a backpack to carry their daily belongings. Elementary classes will have individualized storage bins in place. Secondary students will need to carry their belongings with them throughout the day.

Visitors/Guests/Parents at School

CESD staff, service providers, RCMP, AHS workers, and delivery staff are allowed into the school following the procedures and protocols established at the school. Parents will only be permitted in the building for a specific purpose and will not be permitted to enter the school during drop off and pick up. Parents coming to the school must follow all protocols for visitors entering a school. Visitors must complete the Daily Screening Questionnaire posted at the main entrance of each school. If the visitor answers "YES" to any of the questions, the individual must not be admitted into the school. Visitors able to enter must sign in at the office.

Parent Teacher Interviews

The plan for Parent Teacher interviews at this time is that they will be held electronically.

Food at School

No activities that involve the sharing of food between students or staff should occur. This will include the sharing or distributing of utensils and condiments. Food provided by the family should be stored with the student's belongings.

Staff and students will practice physical distancing as much as possible during lunch time, with students eating lunch in classrooms. Students are asked to sanitize their hands before and after eating. Students may be asked to help wipe down desk or table areas used for eating. Microwaves and vending machines will not be available for student use.

Grades 7-12 will be allowed off campus for lunch. However, students are still required to socially distance, not share food and use hand sanitizer/wash hands when off campus.

The plan is that the Kodiak Snack Shack will continue to provide lunch. The Snack Shack will adhere to all health guidelines and restrictions. The Snack Shack plans to be open in mid-September.

The plan is that the Breakfast Program will continue to provide Breakfast. The Breakfast Program will adhere to all health guidelines and restrictions. The Breakfast Program plans to be open in mid-September.

School Council Meetings

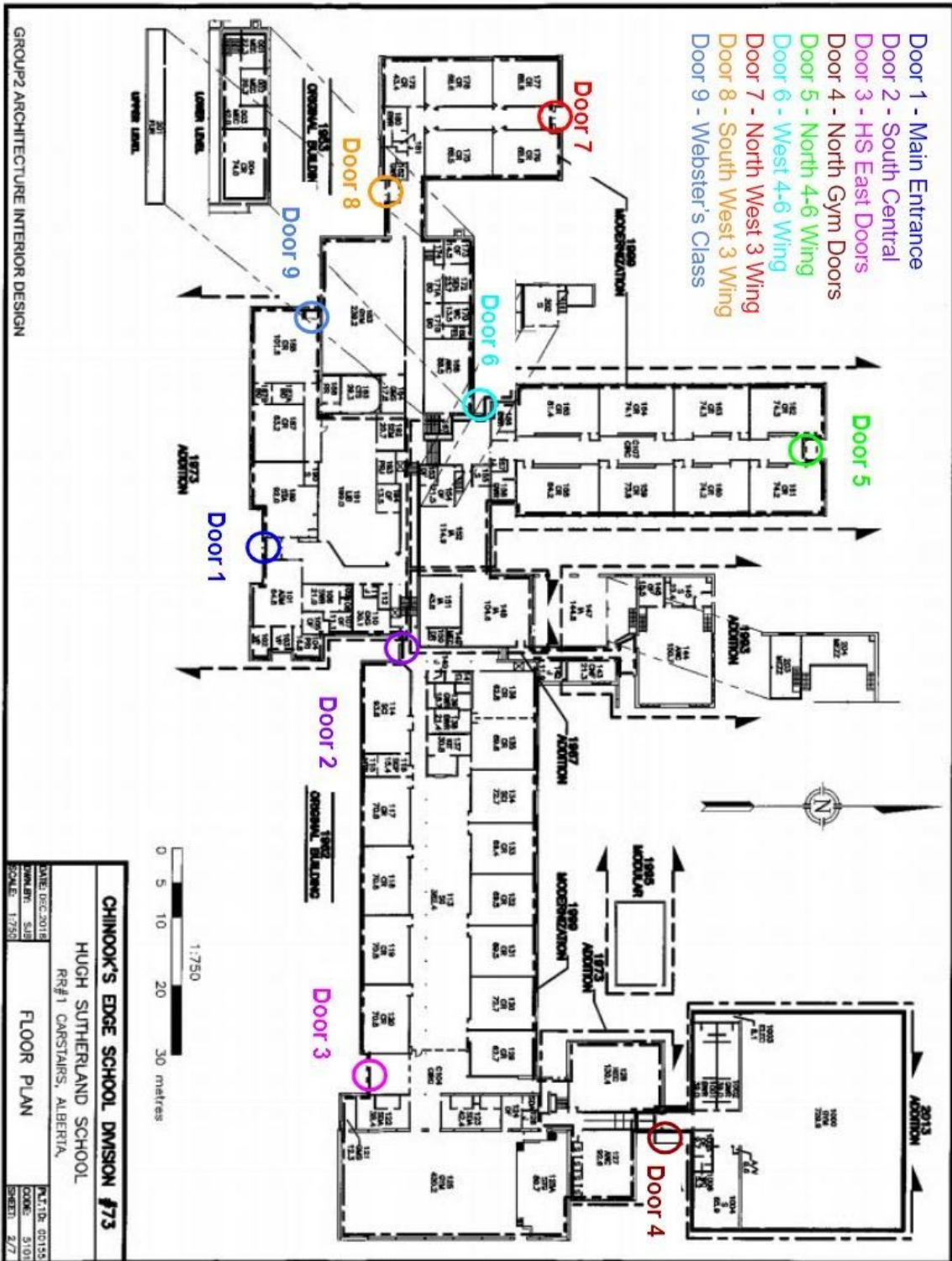
Please come and join our School Council Meetings. The first one will be virtual and is planned for September 23rd at 7:00 pm.

Hugh Sutherland School Daily Practices document

Please read over our Hugh Sutherland School Daily Practices document found at the end of this plan. We are asking that you take a few minutes each morning and review the practices with your child and or students.

This School Re-Entry Plan is based on Scenario #1 from the Province of Alberta, current health regulations and the CESD Re-Entry Plan. The plan is subject to change as health regulations change and new directives come for the Province and Chinook's Edge School Division.

Hugh Sutherland School Door Map














Hugh Sutherland School Daily Reminder Document



Hugh Sutherland School Daily Practices



Time		Important Things to Remember
Before you leave for school		<ul style="list-style-type: none"> - Complete the Daily Health Check BEFORE you leave for school - If you answer yes to any questions please stay home, reach out to Healthlink and get cleared before return to school
Before entering the building		<ul style="list-style-type: none"> - Parents will need to wait off school property or in their vehicle - Grades 3-6: Meet with your class at 8:20, at your designated area before entering the building - Grades 7-12: Enter through your designated doors, and go directly to your block 1 classroom - Stay physically distanced apart, two metres apart, and wear a mask while preparing to enter
The start of classes- entering the building		
Hand sanitizing stations		<ul style="list-style-type: none"> - Use hand sanitizer and clean your hands as you enter the building - Sanitizer stations will be at all outside entrances of the school and every entrance into classroom spaces
Masks		<ul style="list-style-type: none"> - Masks will be worn by all staff, and for students in grades 4-12. - Masks are strongly recommended for all grade 3 students. - Wear a mask as you enter the building, whenever outside of the classroom, and whenever directed by school staff - Please follow protocols regarding safe mask usage
In the classroom		<ul style="list-style-type: none"> - Use hand sanitizer and clean your hands each time you enter a classroom - Please sit in your designated spot, respecting physical distancing where possible - Talk to your teacher if you need to leave the classroom for any reason - Use your own supplies and do not share your supplies with others - Wipe down desks and all shared (science lab, art room, etc.) equipment as directed by school staff
Hallways		<ul style="list-style-type: none"> - Follow the traffic flow designated for hallways and stairwells - Please move swiftly from class to class - No hallway lockers will be accessible
Washrooms		<ul style="list-style-type: none"> - Ask your teacher if you need to use the washroom during class time - Students will be required to sanitize or wash their hands before and after using the washroom
Technology		<ul style="list-style-type: none"> - Shared devices may be limited and when used, will require sanitizing after use - Grades 3-6: Students are encouraged to bring your own device if possible - Grades 7-8: Students are strongly encouraged to bring their own device - Grades 9-12: As is the practice with 9-12, all students must bring their own device
Lunch		<ul style="list-style-type: none"> - Student will eat their lunch in their designated classrooms - Grades 7-12 will still be permitted to leave campus at lunch - No common areas will be available to eat lunch in - Students will be asked to wipe down their desk/table before and after eating - Students will be required to sanitize their hands before and after eating - Please do not share food or utensils - Student use of microwaves and vending machines are not allowed
Recess/breaks		<ul style="list-style-type: none"> - Students will enter/exit for recess/breaks using their designated doors - Recess/breaks have been staggered, when possible, to reduce the number of students interacting with others - Supervisors will encourage students to maintain physical distancing while at recess/on breaks - Playgrounds will be open - Class breaks are for moving to the student's next class, washroom breaks, or refilling water bottles - End of classes have been staggered to reduce the volume of students transitioning at once
The end of the day -- exiting the building		
Exiting the building		<ul style="list-style-type: none"> - Students will sanitize their hands and put on their mask as they leave the classroom and head directly out of the building - Students waiting for the bus/pickup will go to the designated areas, maintaining physical distancing - Parents will need to wait off of school property or in their vehicle

Alberta Health Daily Checklist

COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST

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

		CIRCLE ONE	
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 a 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.

alberta.ca/BizConnect

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