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# **General Information**

**Elk Island Public Schools Operations Guidelines 2021-22**

* Overall, the EIPS Operations Guidelines 2021-22 ensures schools run smoothly, and operations take place in the safest way possible. It’s essential for families, and students to understand and adhere to the guidelines so the risk of illness is low, and so students can continue to learn and work in a safe classroom setting. Through a combined effort, everyone within EIPS is safer, healthier and better prepared for success throughout this stage of the pandemic.

**Some Key Background Information about Re-Entry**

* [**Alberta Education Guidelines for Schools**](https://open.alberta.ca/dataset/13d2242a-d310-419e-960c-6fe273d0f7b3/resource/ddac0c8a-a68d-46e1-9d76-2a4d34385273/download/edc-school-year-plan-2021-2022.pdf) **-** the guidance document that EIPS consulted
* [**EIPS Operations Guidelines 2021-22**](https://www.eips.ca/download/361973)**-** EIPS document
* [**EIPS FAQ**](https://www.eips.ca/school-operations-2021-22/faqs)

**Four Key Strategies to Reduce Spread**

1. Daily screening & staying home when ill
2. Masking & personal hygiene practices
3. Physical distancing
4. Enhanced cleaning

**Physical Health and Screening**

* **Any individual who becomes symptomatic during the school day or workday** **must** **leave the school immediately**. Students who can’t go home right away, will wait in the school office isolation area for parent(s) to pick them up. Families must ensure the school has current emergency contact information on file, and those listed can respond right away. EIPS also recommends completing the online [COVID-19 Self-Assessment Tool](https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx) to determine next steps.
* Students with **core symptoms**—fever, cough, shortness of breath, loss of smell or taste—**must isolate for 10 days**, or until receiving a negative COVID-19 test result and symptoms resolve.
* Students with just **ONE secondary symptom**—chills, sore throat, runny nose, fatigue, nausea, diarrhea, aches, headache, pink-eye—must stay home and **monitor symptoms for 24 hours**. If symptoms improve, they can return to school. If symptoms worsen, they must stay home until resolved. Students with **TWO or more secondary symptoms** must **stay home until resolved.**

**Confirmed COVID-19 cases**

* **Please Inform the office if your child or anyone entering the school tests positive for Covid –** this information will remain confidential
* AHS will not be notifying us and we are not required to notify EIPS
* Persons who test positive for COVID-19 must isolate for minimum 10 days or until symptoms resolve (whichever is longer)
* Proof of negative test is not required to return to school when isolation is completed
* Quarantine of close contacts no longer required by AHS therefore whole classes will not be sent home unless specifically directed to do so by public health official
* When a case is reported to the school, we will provide general notification to affected staff, students and families so that they can monitor for symptoms and stay home if unwell.
* Students/staff without symptoms come to school regardless of whether or not they are close contacts.
* If our absentee rate is 10 percent or higher in the school, AHS investigates and determines next steps. If an outbreak is declared, the province will recommend additional measures for us to follow.

**Before You Leave Home**

**COVID-19 Screening Questionnaire**

* Complete the verbal [COVID-19 Daily Screening Questionnaire](https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/58957831-a4ab-45ff-9a8e-3c6af7c1622e/download/covid-19-information-alberta-health-daily-checklist-2021-08.pdf)
* DO NOT leave home if you feel unwell. Please stay home.
* Ensure you have multiple face-coverings to be able to change throughout the day once soiled.
* Students are asked to **bring their own water bottles**, as the water fountains will not be operational.

**Arriving at School / Leaving at the End of the Day**

**Busing**

* EIPS has various protocols in place for Student Transportation, which adhere to public-health best practices. Throughout the year, riders have assigned routes, assigned seating and are expected to scan their bus pass when they enter and exit a bus. Each bus also has hand sanitizer, which riders must use when boarding.
* As mandated by the province, all riders and bus operators must wear a mask at all times. Students who choose not to wear a mask have two options: not board the bus or wear a disposable mask supplied by EIPS. Individuals who do not wear a mask are prohibited from boarding until a mask is worn. Riders who have a face-mask exemption must wear a face shield instead.
* After every morning and afternoon route, the bus is thoroughly cleaned—high-touch areas are cleaned at transfer sites—and disinfected with electrostatic sprayers after each morning run.

**Entrance and Exit Locations**

* On the first day students will find their teacher on the front sidewalk at 8:25am. All proceeding days, students will enter their designated entrances at 8:25am. This is when teachers start supervision. First bell is at 8:35 am. Classes begin at 8:40 am. There is no supervision prior to 8:25 am. Students will maintain physical distance while entering the building and be wearing their masks.
* Any students arriving late to school are asked to use the front entrance of the school and buzz in and the secretaries will let you in.
* Students will use hand sanitizing stations upon entering the school and then their classroom.
* **See the map at the end of this document for designated entrances:**

**Physical Distancing and Masks**.

* Masks remain **mandatory** in the following circumstances:
	+ on all EIPS school buses—provincially mandated until at least Sept. 27, 2021
	+ for all staff working with medically fragile students
	+ in all EIPS elementary schools (K-6)
* Masking in these circumstances helps ensure students and staff are protected and allow schools to safely and quickly resume activities that were suspended last year—extracurricular activities, field trips, sports, intramurals.
* All masks must fit close to the face and cover the nose and chin. Please note the following face coverings are not permitted: Neck gators, bandanas, and masks with one-way valves or vents.
* Masks are not mandatory:
	+ when physical distancing is possible
	+ while eating
	+ when outside (recess, outdoor learning activities)
	+ during physical education or physical activity
* Please remember that before masks are put on, hands need to be washed with soap or sanitized.
* Students should have 2 masks or face-coverings packed in a paper, cloth or plastic bag each day.
* Please review the EIPS Operation Guidelines for information regarding mask exemptions.

**Parents and Visitors**

* All visitors or volunteers should have a purpose for a visit to the school. There will be many meaningful opportunities to get involved over the year, including our School Council and various volunteer opportunities within classrooms. If you need to speak to any staff member, please email or call ahead of time to set up an appointment or volunteer time.
* Anyone entering an EIPS school or building must complete the [COVID-19 Alberta Health Daily Checklist](https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/58957831-a4ab-45ff-9a8e-3c6af7c1622e/download/covid-19-information-alberta-health-daily-checklist-2021-08.pdf), sign the visitor log and sanitize hands, and be wearing a mask.
* Drop-off or pick up your child at the designated time and location—specified by the school.
* If you pick up your child early for appointments, they must be signed out by the parent in the office. Please Call ahead so your child can be ready to go.

**During School**

**Kindergarten to Grade 6**

* Maintaining physical distance is often challenging with elementary students. As such, students aren’t required to physically distance, but they are required to wear masks. All classrooms are organized to encourage physical distancing, especially during lunch.
* General classroom protocols:
	+ All individuals practice good hygiene, such as washing and hand sanitizing.
	+ The classroom is organized to encourage maximum space between students.
	+ Personal materials stored on a hook or in a locker.
	+ No sharing of food and utensils.
	+ Eating takes place in their classroom.
	+ Regular cleaning of classrooms, desks, play centres and shared-use items.
	+ Avoid toys and items difficult to clean and disinfect.
	+ Mandatory mask use for students and staff when physical distancing isn’t possible (masking will occur in classrooms most of the time, due to class sizes). Teachers will have mask off areas for students that need it.

**Breaks, Recess and Lunch**

* Playgrounds are open for use.
* Students are to eat snacks before heading outside for recess.

**Recesses**

* All students can use the playground and school equipment provided they clean their hands before and after recess. Additionally, students are encouraged to gather in small groups outside and physically distance whenever possible. If physical distancing is possible, students may remove masks. In both scenarios, students practice proper hand hygiene when entering and exiting the school.

**Lunch Guidelines**

* Eating takes place in the student’s designated classroom.
* No sharing of food between students.
* No sharing of utensils, dishes, or drink containers.
* All snacks and lunches are kept with the student’s belongings.
* Each individual must properly dispose of their own recycling, wrappers, and food waste.
* **The sending of snacks or treats into classrooms for special occasions continues to be suspended**.
* If a student forgets a lunch, the school will contact the family to make appropriate arrangements.

**Learning While Isolating**

* To ensure students successfully transition to the next grade level, the following protocols are in place for learners who miss school relating to isolation requirements.
* INDIVIDUAL STUDENT ISOLATING
	+ The student stays at home for the legally required time.
	+ The student learns at home—if a student can’t access the internet, a computer, a Chromebook or an iPad, school staff will provide an alternative to meet the child’s needs.
	+ During this time, the student uses Brightspace, an online learning platform. Brightspace is compatible with Google and includes teacher updates, calendar information and various learning materials. It also allows students to submit assignments, conduct quizzes, and see grades and teacher feedback.
	+ The student returns to in-school classes following the required isolation time.
* WHOLE-CLASS QUARANTINE OR AT-HOME LEARNING
	+ If an illness outbreak is declared at a school, AHS may instruct a whole class to quarantine or learn from home as a temporary measure to prevent widespread transmission.
	+ If this happens, the class will collectively transition to a temporary online learning, under the teacher’s guidance, for the quarantine or at-home learning period—similar to temporary online learning in 2020-21.
	+ Students will transition to online learning using Brightspace, an online learning platform. Brightspace is compatible with Google and includes teacher updates, calendar information and various learning materials. It also allows students to submit assignments, conduct quizzes, and see grades and teacher feedback.
	+ Elementary students follow a school schedule focused on literacy and numeracy.

**Pick Up and After School**

**Designated Areas**

* Students will be leaving the building from the same exit that they arrived at in the morning. **See the map at the end of this document for designated entrances:**
* Pick up child(ren) at the designated exit or at the pull through at the front of the school. If you are picking up and dropping off on the ramp – Please don’t get out of your car!
* If siblings are meeting after school, please have them choose a designated spot outside to meet one another.
* Respect physical distancing guidelines at all times.

