



High Level Christian Academy Re-entry Plan for COVID-19

Preface:

High Level Christian Academy (HLCA) is a small K-9 school; our entire student body numbers less than 30 students across the grades. Our school families are a community in of themselves; many attend church together, are related, or are close friends. This serves our plan and our school well. According to the Government of Alberta's [Guidelines for Cohorts](#), "child care programs may operate in cohorts of up to 30 people including staff and children." (pg. 2) and in the [Implementing School Re-entry Guidance](#), it also states that, "In very small schools (e.g., equivalent to a single class size), the school may be considered one cohort." (pg. 6) Within these parameters, we will be able to continue to foster cross grade relationships and school community. This community dynamic within our school also means that our students are "interacting with the *same* people and the *same* cohorts" (Guidelines for Cohorts, pg. 2) and will therefore be safer. Our entire student body will be a cohort, and our classes within will be smaller assigned groupings. If our student numbers rise, our approach would change accordingly and cohort by classroom.

Regardless of these unique dynamics within our school community; HLCA values the health and safety of our student body: mentally, spiritually, and physically. HLCA is committed to providing a well-balanced approach to our re-entry plan; we want to preserve and strengthen their mental and spiritual health while doing our best to protect their physical health. The following is our re-entry plan for the 2020-2021 school year and COVID-19.

Purpose:

- To reduce the opportunities for the transmission of COVID-19
- To provide staff, students, parents, and volunteers a clean and safe working and learning environment.
- To increase diligence and awareness for the identification of symptoms of COVID-19 at any point during the day.

Definitions:

1. **Cleaners:** Removes germs, dirt, and impurities from surfaces or objects. Works by using soap/detergent, water, and friction to physically remove dirt and germs form surfaces.
2. **Cohorts:** a group of students and the staff member/s who is assigned to them. Cohorts remain together for the duration of the curriculum.
3. **Cross Contamination:** inadvertent transfer of bacteria or other contaminants from one surface, substance, etc., to another because of unsanitary handling procedures.
4. **Disinfecting:** To disinfect means to kill specific viruses and pathogens on a surface using a disinfectant. These cleaning agents must kill 99.999% of infectious bacteria, viruses, and fungi within a 5 to 10 minute period. It is recommended to disinfect frequently touched surfaces.

5. **Doff/Doffing:** to remove personal protective equipment (PPE) gown or other covering must follow protocol and be placed in the laundry for washing or discarded immediately.
6. **Don/Donning:** to put on personal protective equipment (PPE) gown or other covering must follow protocol so as to not contaminate the exterior of the gown prior to entry of a new cohort.
7. **Personal protective equipment:** equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses, i.e. gloves, masks, gowns/coats.
8. **Point of Care Risk Assessment:** A tool developed by Alberta Health Services to assist in determining the appropriate personal protective equipment to be worn given the task, patient, and environmental circumstances.
9. **Respiratory Etiquette:** a term used to describe infection prevention measures to decrease the transmission of respiratory illness. Examples of respiratory etiquette include: cover nose/mouth with a tissue while coughing or sneezing, use a mask when coughing, use disposable tissues and discard after use, and use hand hygiene after having contact with respiratory secretions or practice coughing or sneezing into your bent elbow area. Refer to poster on respiratory etiquette.
10. **Sanitizing:** Means to reduce the amount of microorganisms like bacteria, viruses, and fungi on a surface after it has been cleaned. The sanitizer used must reduce the number of bacteria to the level that is deemed safe by the public health standards.
11. **Ventilation:** the provision of fresh air to a room or building.

In Preparation for the Start of the School Year:

1. HLCA will ensure that the entire building will be cleaned.
2. The pipes will be flushed to ensure fresh water in our pipes and tanks.
3. HLCA will remove all non-essential area rugs and soft furnishings that cannot be easily cleaned and disinfected.
4. HLCA will post proper hand-washing signage by **all** sinks.
5. HLCA will post proper signage at the school entrance reminding persons not to enter if they have any COVID-19 symptoms.
6. HLCA will shut off our water fountain and replace with a water cooler for students to refill water bottles.
7. HLCA will put decals (footprints) on the floor to indicate distances of 2m and to direct traffic flow.

Arrivals and Dismissals:

Procedures:

1. **Staff members and students will ensure they daily self-assess using the Alberta Health Daily Checklist.**

- a. All staff members and school families will be provided with a paper copy of the daily checklist. It will be posted on the school website with the link to the [online screening tool](#). The online tool will also be posted on our Learning Management System (LMS) for quick staff and parent access.

2. Parents must make sure their children do not have:

- a. Fever- Have you administered any fever reducing medications prior to attending school? If so, do not send your child to school.
- b. If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared.
- c. Staff can access a full version of the screening tool at:
<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>
- d. If any individual tests positive they must contact the organization immediately.
- e. If at any point during the assessment, this tool directs individuals to contact 911 or other health providers due to prevailing symptoms, individuals are to remain home, contact the appropriate emergency resources, contact the HLCA office to inform the administrative staff of their change in status, and quarantine/self-isolate according to Alberta Health Services guidelines.

3. Staggered arrival and dismissal:

- a. Students arrive as parents drop them off; they are already staggered. Dismissal will be staggered also as parents arrive to pick up their students.
- b. In preparation to exit the building each person must engage in the following hygienic procedure:
 - i. Wash hands thoroughly using soap and water or cleanse hands using an alcohol-based hand sanitizer that contains at least 60% alcohol.
- c. Students will remain in their classroom until the buzzers sounds, then they will be dismissed by the teacher, in a manner chosen by the teacher. (i.e. alphabetically or a few at a time)

4. Upon arrival, engage in proper hygiene procedures.

- a. Everyone must engage in the following hygienic procedures to be permitted entry into the facility:
 - Cleanse hands using an alcohol-based hand sanitizer that contains at least 60% alcohol or wash with soap and water in the washroom.
 - Leave their outdoor shoes in the boot-room and put on their indoor shoes.
- b. All temperature checks should be performed using a contactless infrared digital thermometer aimed at the wrist for a temperature reading.
- c. My Health Alberta guidelines advise that temperatures:
 - 38.3°C or higher for an adult constitute a fever.
 - 37.6°C or higher for children 5 years and up constitute a fever.

5. Recess exits and entries:

- a. Students already exit the building one at a time as they are finish getting their coats and things on.
- b. Students will line up outside in their classes and will enter the building by class.
 - i. Students will be directed by a teacher to go wash their hands with soap or sanitize their hands, in Kindergarten room washroom or at their sink.

Sanitizing and Disinfecting

Procedures:

1. Always wear disposable gloves for all tasks in the cleaning process.

- Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

2. Areas that will require sanitizing and disinfecting include high touch areas and surfaces that will need to be sanitized every 2 hours:

- Sink taps
- Toilet handles toilet stall handles
- High traffic doorknobs (washroom, entrances, etc.)
- Office surfaces

3. Cleaning electronics such as tablets screens, keyboards, remote controls, etc.

- Ensure students wash their hands prior to using any electronics, especially keyboards as they are the hardest to clean.
- Individually assigned Chromebooks (students will always use the same Chromebook)
- Ensure all electronics are wiped down daily, using an alcohol-based wipe.

4. Cleaning classrooms and staffroom during lunch or mealtimes.

- All surface areas used for eating or food preparation must be sanitized before and after meals.
- Student's desks must be sanitized before and after meals and snacks.
- Students and teachers are encouraged to bring their own personal labeled water bottle; a water cooler will be provided in the hallway as an alternative to the water fountain.

5. Sanitizing the kitchen areas.

- All counter tops and areas where food is prepared must be sanitized before and after each use.
- All dish cloths and towels must be washed after every use. If possible, have different towels for different uses in the kitchen (i.e. hand drying towel, wiping utensils towel, wiping surfaces towel, etc.).
- Cutting boards must be washed after every use:
 - i. Cutting boards should be washed and sanitized after every use.
 - ii. Cutting boards need to be rinsed after being sanitized and laid on a clean surface to air dry.

- Eating and cooking utensils.
 - i. Wash with a detergent and warm water and bleach.
 - ii. Rinse with clean warm water.
 - iii. Wipe, spray, or soak for 2 minutes with sanitizer.
 - iv. Lay flat to air dry.

6. Disinfecting at the end of each day.

- All classrooms and common areas must be disinfected at the end of each day.
- All high touch areas will be cleaned/sanitized daily
 - i. Classroom
 - ii. Washrooms (2x/day)
 - iii. Common areas
 - iv. Hallway surfaces - lockers

7. Cleaning porous surfaces:

- All Chapel chairs will be disinfected weekly – steam cleaned every month
- Classroom rugs – steam cleaned biweekly
- Centers room will be the isolation room and be disinfected after every use. (This room will not be used on a regular basis; it will be used as an isolation room only)
- Blankets- will be washed after every use – students will be permitted to bring their own blanket and parents will be responsible for the cleaning of it. Students will be required to take it home on Fridays to be washed.

8. Wash your hands after cleaning is complete with soap and water for 20 seconds.

- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Place gloves directly in trash.
- Always wash hands immediately after removing gloves.

Health and Hygiene within the Facilities

Procedures:

1. Ensure Proper Ventilation to expel pathogens and rid of disinfectant fumes:

- a. Open windows and doors, use fans, or employ other methods to ensure good circulation of air flow.
 - These methods should not be employed if doing so poses a safety or health risk by allowing pollen or other allergens to exacerbate asthma symptoms or cause irritation.
- b. If disinfectant fumes cause severe irritation, the opening of windows and doors must occur.

2. Water Fountain Safety:

- a. The use of water fountains is not recommended and will not be available for use during this time. Students and participants must bring their own personal labelled water bottles or canteens that are never to be shared between others.

- b. There will be a water cooler provided in place of the water fountain.

3. Student/Participant Belongings Should be Stored in Secure and Sanitized Locations:

- a. Students' belongings in K – 2 will be stored in a bin or bundled according to cohort grouping and stored in regularly disinfected areas meant for one individual.
- b. Students in Grades 3 and up will be assigned 2 lockers for storing their personal effects. Each locker will be separated by 1 or 2 lockers.
- c. High touch comfort items from home such as plush toys should not be brought into the facilities, if they are, parents are responsible to ensure they get washed at home.
 - Students should be encouraged to have facility-based comfort items (blankets) that will go home weekly to be washed.
- d. All food or snack items brought in from home should be kept in designated storage areas. Microwaves will be available for heating food and will be sanitized daily.
 - Students **MUST** bring their own utensils from home. The school will not supply utensils if they are forgotten.
- e. All wrappers, plastic bags, and utensils should be disposable or immediately stored in lunch boxes.

4. Washroom Safety

In addition to the cleaning schedule for high touch areas the following duties must also be completed:

- a. Bathrooms should always be maintained in a clean and sanitary condition, and therefore will be cleaned and sanitized regularly.
- b. Dispose of all soiled materials immediately before exiting the washroom in contactless waste receptacles.
- c. Physical distancing can be facilitated by staggering entry into washrooms.
- d. Proper hand hygiene **MUST** be enforced after washroom usage, using either soap and water or hand sanitizer.
- e. No more than one male and one female per class will be permitted to use the washroom at a time. The ECS class has their own single washroom.

5. Library

- a. Students will continue to use the library for one block a week; all books returned on that day will stay in the return box for a minimum of 72 hrs.
- b. Students will not be permitted to return books to the shelves, they will put those in a bin also. These books will sit for a minimum of 72 hrs. as well.
- c. Students will be required to wash their hands before and after library time.
- d. Sanitizer will be available for students in the library.
- e. The library surfaces will be sanitized after its use.

6. Music Class

- a. All instruments will be washed after use: boom-whackers, sticks, percussion instruments, hand bells. Recorders will not be used this year.
- b. Singing will not be part of the music requirements for this school year.

7. Physical Education (PE)

Due to the lack of a gym, weather permitting, PE will take place outside.

- a. All shared PE equipment must be sanitized by the teacher using it. Sanitizer will be stored in the equipment room for convenience. Teachers will do their best to avoid using cloth equipment, i.e. pinnies, scarves, gloves, etc. If cloth equipment gets used, that teacher is responsible for putting it in the laundry hamper.
- b. Teachers will ensure that students are washing their hands before and after PE class or sanitizing throughout the class.

During the winter, the teacher will have the option of PE being outside or in the classroom. If PE is in the classroom, distancing must be maintained; auxiliary spaces will be available to maintain correct distancing.

8. Maintain the Following Kitchen/Culinary Centre Measures

- a. No more than 6 people can remain in the kitchen at a time so that distancing measures can be maintained.
- b. Kitchen volunteers must perform proper hand hygiene before and after entering the kitchen, before wearing, when changing, and after removing culinary gloves and facial masks.
- c. Disposable culinary gloves must be replaced in the following scenarios:
 - as soon as gloves become soiled or torn
 - when changing tasks
 - when moving to a new workstation
 - after handling raw meats
 - before handling ready-to-eat food
 - after cleaning duties
 - after covering their mouths during sneezing, coughing, blowing their nose, or touching hair
 - Follow Alberta Health Services guidelines on culinary gloves for more information.
- d. Participants should be limited to performing independent tasks for preparing meals. This could be executed in two ways:
 - All culinary tasks could be performed down a line, with each student handling one component of the dish,

- Or each student could make their own dish from start to finish at their own station.
- e. All utensils and culinary tools must be cleaned, disinfected, and provided upon student request.
- f. Under no circumstances is self-service style dining permitted.
- g. Culinary clothing items like aprons, chef's hats, robes, etc. must be laundered daily and provided upon request.
 - Participants are not to wear culinary clothing unless they are within the culinary centre.

9. Staff Meetings and Lunchroom

- a. There are currently 4 staff members.
- b. Avoid in-person meetings of greater than 15 people.
- c. Social distancing will be maintained in the lunchroom, during staff meetings and devotional times.

Physical Distancing Protocol

Procedures within the Classroom:

1. Implement Cohort Procedures

- a. To reduce the risk of viral transmission and cross contamination, the student body will be considered a cohort and the classes will be smaller assigned groupings. Should the student body grow, cohorts will be adjusted to classes or class groupings. The members of a cohort and smaller assigned groupings must remain together during all activities throughout the entire day.

2. Ensure adequate distance in spacing and seating

- a. Due to the organization's extensive entry protocol and hygiene procedures, the facilities will be considered "safe zones" as outlined by Alberta Education. **Therefore 2 metre physical distancing measures within the small groups within a cohort, will not be mandatory, however maintaining as much distancing as possible is encouraged between small groups within a cohort.**
 - Small groups within a cohort will be designated areas to enable physical distancing as much as possible through the use of physical blockades and markings.
 - All seated surfaces (chairs, benches, stools, etc.) that come into contact with individuals must be thoroughly cleaned if visibly soiled and disinfected upon use.
 - Seating in classrooms and chapel will be assigned; thus limiting cross-contamination
- b. To ensure proper spacing and proper hygiene, students will be assigned seats in the chapel and rows will be distanced as much as possible.

- During warmer days, chapels may be held outside.

3. Omit or Adapt the Usage of Communal Spaces and Activities

- a. Any activities that unnecessarily requires the crowding of students/participants or staff should be omitted from programming or adapted so that distancing measures can remain in place.
- b. Communal spaces such as the library space will be scheduled by cohorts following these principles:
 - No more than 1 cohort can remain in a single communal space.
 - Distancing measures will be maintained at all times within these spaces.
 - All surfaces and items must be disinfected before and after their intended use.
 - When items are returned to the library, they will sit for 72 hours before returned to circulation.

4. Use Guided Pathways to Ensure One-Way Movement

- a. Teachers will ensure that they are leading their students in lines and formations that maintain social distancing
 - Members of staff should always lead students/participants along these pathways
 - Scheduling communication should always be clear among staff to prevent confusion and collision of cohorts or small groupings.
 - Any diversions along these pathways should be addressed calmly and should be communicated to other cohorts for arrangements to be made.
 - Instructional staff can encourage adherence to these pathways using dances, songs, or other fun and memorable methods.

5. Omit or Adapt Activities that Require High Touch Equipment

- a. High touch communal items should be removed from facilities or adapted to be reusable or one-time use. – teachers must ensure that they sanitize and disinfect any communal resources before returning them to their locations.
- b. Activities that involve high touch equipment should be adapted so that such activities can commence without the need for these items.
 - If this is not possible, all items need to be disinfected between uses.
 - Each cohort, or even each student, should be given a set of items to be used solely by each cohort or student. The mixing of these items should not occur.

6. Use Contactless Greetings

- a. Students/participants and staff are encouraged to greet and communicate in ways that do not involve contact with others, always maintaining a safe distance between all individuals in every interaction.

- These greetings could be elbow shakes, toe shakes, air hugs, waving, a simple nod, or a kind and affirming word or phrase.

7. Student hooks and lockers will be assigned and distanced apart.

Identification of Possible COVID-19 Case

All staff and parents must be acutely aware of the symptoms of COVID-19

Procedures:

- 1. Identify the symptomatic individual and the state of their condition.** All staff and parents must be acutely aware of the symptoms of COVID-19 as outlined:
 - a. If you have the symptoms of a cold, flu, or Covid-19 including a cough, sneezing, runny nose, sore throat, fatigue you must stay at home (not going to school/work) and keep a safe distance from others in your family until those symptoms have completely disappeared.
 - b. A temperature check will be performed using a contactless infrared digital thermometer aimed at the wrist for a temperature reading.
 - c. My Health Alberta guidelines advise that temperatures:
 - i. 38.3°C or higher for an adult constitute a fever.
 - ii. 37.6°C or higher for children 5 years and up constitute a fever

2. If an Individual Becomes Symptomatic:

They will be kept separate from the student body in a designated room.

- a. This isolation area will contain the necessary personal protective equipment resources (masks and gloves) for hand hygiene and respiratory etiquette.
- b. Symptomatic individuals must follow hand hygiene and respiratory etiquette and maintain at least 2 metres away from others while going to the isolation room.
- c. Once inside the room the symptomatic individual must follow proper hand hygiene and respiratory etiquette procedures.
- d. Leave the Facility as Soon as Possible:
 - i. Have the symptomatic individual go directly to the vehicle.
 - ii. Symptomatic individuals must contact Alberta Health Services' COVID-19 emergency hotline, follow their advised procedures for self-isolation and register for COVID testing.
 - Individuals must self-isolate for at 10-14 days after receiving COVID testing and must isolate for an additional 10 days if symptoms emerge after testing.
 - The organization will be informed of the results of this test.
 - If a close contacted individual does not have symptoms, follow appropriate Alberta Health Services guidelines for home isolation.

Once the symptomatic individual has left the facility:

- iii. Be sure to fully clean and disinfect all surfaces and areas with which they may have come into contact including the isolation room, if used.

3. If an Individual is diagnosed with COVID-19

- a. CMOH Order 05-2020 legally requires individuals to be in isolation for a minimum of 10 days if they have tested positive for COVID-19.
 - For clarity, the isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
 - Close contacts are legally required to isolate for 14 days from their last exposure to a person who tested positive for Covid-19.
- b. If an individual is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) may be in contact with the organization to provide the necessary public health guidance. *Records may be sought up to two-weeks prior to the individual becoming ill.*
 - Employers should work cooperatively with AHS to ensure those potentially exposed to the individual receive the correct guidance.

4. Impact on the organization when an individual tests positive for COVID-19

- a. The organization will need to close for a period (up to 72 hours) until a full deep clean with proper disinfecting is completed.
- b. Guidelines recommend that 24 hours should pass before you clean or disinfect to allow respiratory droplets to settle.
- c. The facility should remain closed for another 24 hours after cleaning and disinfecting procedures have been completed to mitigate the risk of transmission.
- d. If an individual tests positive for COVID-19 then the facility will be closed and the COVID-19 deep clean team, with appropriate PPE, will disinfect the facility.