



Northern Lights Public Schools

School Re-Entry Plan

2020-2021 School Year

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1. Introduction

This school re-entry plan is largely based on the [Guidance for School Re-Entry - Scenario 1](#) document provided by Alberta Education on July 21, 2020. It is important to note that adjustments will be made to the plan as necessary, and Northern Lights Public Schools will be prepared to move into Scenario 2 or 3 if directed to do so by Alberta Education as outlined in the [2020-2021 School Re-Entry Plan](#). It is our goal to successfully implement the health measures as directed by Alberta Education, Alberta Health and the Chief Medical Officer of Health, and to provide the best possible learning environment and opportunities for students during the COVID-19 pandemic.

Additional direction regarding the use of non-medical face masks was provided by the Chief Medical Officer of Health through the CMOH Order 33-2020 dated August 29, 2020.

Message from the Superintendent

We greatly appreciate the support we received from parents, students and the community during the last three months of the 2019-2020 school year. We are proud of the way everyone worked together to overcome the challenges presented by COVID-19 and find ways to provide learning opportunities and meet the needs of our students.

We are hopeful that this spirit of collaboration and cooperation will continue into the 2020-2021 school year as we return to our buildings and re-establish relationships with our students and families. All of us will need to be flexible and patient with each other to ensure our students receive the best possible educational experience we can offer them. The safety of our students and staff depends on all of us taking the steps necessary to protect each other.

One of the most critical components to ensuring we can remain in Scenario 1 for as long as possible will be for everyone - students, parents and staff - to comply with the requirements to complete a daily screening for symptoms and to not come to school if they are experiencing any symptoms associated with COVID-19. We know this may be worrisome for many families as it impacts their employment and livelihoods. If we all follow the guidelines that have been put in place, we should be able to minimize disruptions to instruction and the subsequent impacts on families.

We will continue to provide families with up-to-date information as things change throughout the year as well as opportunities for input when we are able. The feedback we have received from our students, parents and staff has been invaluable in developing this plan and determining what learning options to offer to our families for the 2020-21 school year. We encourage all of you to continue to participate in these opportunities to help us make the best decisions possible for our students.

*Rick Cusson
Superintendent*

2. Planning and Preparing

In addition to the development of this plan, division personnel are purchasing or developing resources to be used in schools. These include but are not limited to hand sanitizer, masks, shields, cleaning supplies, floor arrows, handwashing posters, distancing posters, and hand sanitizing posters. Steps to prepare for re-entry include planning sessions with jurisdictional leaders to develop roles and responsibilities, a planning retreat with school principals and assistant principals to develop school specific responses to the plan, and utilizing staff preparation days (prior to students starting) to prepare staff and ready the school for the new school year with these additional health measures. Plan implementation will be monitored, and changes will be made as necessary in response to needs or new directives from Alberta Education, Alberta Health or the Chief Medical Officer of Health.

3. Actions

A. Staggered Entry

- NLPS will schedule a staggered school start date for students. This will assist school staff in appropriately orienting students to the safety measures in place at schools.
- 50% of students will start the school year on Tuesday, September 1. These students will not attend on Wednesday, September 2.
- The other 50% of students will start the school year on Wednesday, September 2. These students will not attend on Tuesday, September 1.
- All students will attend school together starting on Thursday, September 3.
- Staggered entry for Kindergarten students will take place as originally scheduled, with 50% of students starting on Thursday, September 3 and the other 50% of students starting on Friday, September 4. All Kindergarten students will attend together starting on Tuesday, September 8.
- Schools will be contacting parents / students to inform them of their start date.

B. General Building Safety

- A thorough cleaning of school facilities will be completed prior to re-entry.
- Each building will be checked to ensure fresh water replaces any stagnant water in the water lines.
- HVAC systems will be checked to ensure good ventilation.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected will be removed and stored. If such items belong to staff they may be required to take them home. Other personal items belonging to staff may need to be taken home as well.
- Hand Sanitizing:
 - Hand sanitizer containing at least 60% alcohol content (or a non-alcohol-based hand sanitizer approved by Health Canada) will be placed in entrances, exits, classroom entrances, and around high-touch equipment.
 - Students and staff are required to perform hand hygiene when entering and exiting the school.
 - Schools will be posting hand washing/hand hygiene signs in a number of

- locations in the building. Posters will be provided, and schools can request or print additional posters if necessary. (For a full list of posters, please see [Posters and Other Materials Available to Schools](#)).
 - School principals will ensure that proper hand hygiene and respiratory etiquette is promoted.
 - School principals will work with staff to decide how to teach and monitor hand washing.
- **Cleaning Requirements:**
 - In addition to regular cleaning procedures, high contact areas must be wiped down regularly. This includes areas such as water fountains, washrooms, shared equipment, auxiliary spaces, and any other commonly used areas.
 - Use of vending machines, refrigerators and microwaves, as examples, must be monitored and require frequent cleaning if used. Equipment requiring frequent cleaning such as microwaves may be removed from classrooms.
 - Disinfectants used will be provided by the Maintenance Department and must have a Drug Information Number (DIN) with a virucidal claim.
- While water fountains will remain open (mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations), students will be encouraged to use water bottles rather than using the water fountain. All schools will have at least one water filling station. Water fountain knobs and push buttons are considered high-touch surfaces, and will be regularly cleaned and disinfected.

C. Screening Procedures

- Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the screening tool developed by Alberta Education. ([Screening Questionnaire](#))
- Parents and children/students will be provided a copy of the screening tool upon school registration with the expectation that it needs to be completed on a daily basis.
- Schools will keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the [AHS Online Self-Assessment tool](#) to determine if they should be tested.
- [Signs](#) will be posted on door entrances reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

D. Mask Use for Students and Staff (further information regarding the required use of masks)

is available in a document titled [Northern Lights Public Schools Mask Guidelines](#))

- **Mandatory Use for All Staff and Students in Grades 4 to 12:**
 - In the [CMOH Order 33-2020 dated August 29, 2020](#) the Chief Medical Officer of Health has mandated that all staff, visitors and students in Grades 4 to 12 wear non-medical masks when in school or being transported on a school bus.
 - Students in Grade 4 to 12, staff and visitors are required to wear masks in all shared and common areas such as hallways, buses and areas other than when seated in classrooms (with certain requirements).
 - Exemptions for mask use will be made for the very few students and staff who are unable to wear masks due to medical or other needs. The reasons for exemptions include:
 - Student is not able to place, use or remove mask without assistance;
 - Student is unable to wear a mask due to a mental or physical concern or limitation;
 - While the person is consuming food or drink in a designated area;
 - Student is engaged in physical exercise;
 - Person providing care of assistance to a student with a disability where a mask would hinder that care-giving or assistance;
 - Person is engaging in services that require the temporary removal of the mask, and;
 - There is a space where physical barriers have been installed between people.
 - Students and staff are not required to wear a mask when sitting at a desk or table:
 - Within a classroom or place where the instruction, course or program of study is taking place, and;
 - Where the desks, table and chairs are arranged in a manner
 - to prevent persons who are seated from facing each other, and;
 - to allow the greatest possible distance between seated persons.
 - Permission must be given by the teacher in the classroom prior to the removal of masks.
 - Wet or soiled masks that require laundering should be placed in a sealed bag or container to be taken home and washed.
 - School staff will monitor for and address any discrimination or bullying associated with wearing, or being exempted from wearing, a mask.
- **Optional use for Kindergarten to Grade 3 students:**
 - The use of masks is optional for students in Kindergarten to Grade 3. Students in these grades will be encouraged to wear them in school if they are able to and where possible, and it is strongly recommended that they wear them when on a school bus.
 - Alberta Education will provide every student and staff member with two reusable non-medical masks. A distribution process will be developed after delivery to the school division.

E. Cohorting

- A cohort can be defined as a group of students and staff who remain together. The size of the cohort depends on the physical space of the classroom or learning setting. The risk of transmission of COVID-19 is reduced by limiting exposure to others. Contact tracing is also more feasible when groups (cohorts) are maintained. It is recommended, where possible, that students be cohorted by class.
- School principals will consider how to best create cohort groups in a school, including recess and break cohorts. For the purposes of contact tracing, where possible consideration will be given to limiting capacity of rooms to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room).

F. Physical Distancing

- Physical distancing (2 metre spacing) is a useful public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. Where 2 metres is not possible between desks, the greatest possible spacing is recommended.
 - If 2 metres cannot be arranged between desks/tables, students will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student.
- In situations where physical distancing is not possible (e.g., buses, classrooms and some sporting activities), extra emphasis will be placed on use of masks, hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities.
- Even in a cohort situation the school will attempt to maintain physical distancing whenever possible to minimize the risk for disease transmission (i.e., spacing between desks).

G. Drop-Off / Pick-Up / Entry Areas at Schools

- Schools will develop procedures for drop-off/pick-up that support physical distancing where possible between all persons (except household members).
- This will include consideration of strategies to support physical distancing such as staggering drop-off and pick-up times and locations, or other protocols to limit contact between staff/parents/guardians/children/ students as much as possible.

H. In-Person Learning

- Schools will develop procedures and plans for in-person learning that supports physical distancing where possible, and to separate cohorts to the greatest extent possible.
- Schools will consider how to best address traffic flow throughout the building. This may include one-way hallways and designated entrance and exit doors. This will not reduce the number of emergency exits to ensure adherence to the fire code.
- For activity planning, staff will ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed:
 - Does the activity involve shared surfaces or objects frequently touched by hands?

- Can an activity be modified to increase opportunities for physical distancing?
- What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?
- To align with physical distancing, field trips and activities requiring group transportation will be postponed at this time.
- When necessary lunch/snack breaks will be staggered to maintain physical distancing among children/students.
- Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments will be postponed at this time. Alternates will be considered, such as:
 - Recording or live-streaming individual performers in separate locations;
 - Including more lessons focused on music appreciation or music theory;
 - Choosing to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments)
- **Inclusive Education:**
 - School principals will work with their school staff as well as jurisdictional personnel to implement support strategies for students on Individualized Program Plans (IPPs).
 - This may include strategies such as;
 - Liaising with parents to accommodate a more individualized return to school.
 - Ensuring students continue to receive the specialized learning services in school as per their IPP.
 - Working with families with children that have specialized learning needs that choose not to send their children to school to receive online or virtual learning opportunities or support.

I. Visitors and Service Providers

- Parents/guardians can attend the school, if required, provided they follow the procedures and protocols established at the school.
- Parents/guardians will not be allowed to enter the school if they are ill or have any symptoms of COVID-19.
- The public is allowed into the school, if required, provided they follow the procedures and protocols established at the school.
- The public will not be allowed to enter the school if they are ill or have any symptoms of COVID-19.
- When a visitor (parents or public) enters the school they will be asked to use the self screening tool developed by Alberta Education before they enter the school.
 - If a visitor answers YES to any of the questions, the individual must not be admitted into the school.
 - A record of all visitors will be kept, including a record of those that did not pass the screening tool.
- The school will screen service providers, including delivery drivers and independent contractors using the screening tool before they enter the school.
 - If a service provider answers YES to any of the questions, the individual must not be admitted into the school.

- In the case of a delivery driver answering Yes, the driver/school will make alternate delivery arrangements.
- As much as possible service providers such as delivery drivers will be requested to not enter the building.
- School buildings will not be available for rentals, community use or joint use agreements.

J. High Traffic Areas

- Schools will institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas. This may include:
 - Staggering start and end-times for classes to avoid crowded hallways.
 - Posting signs, using stanchions and marking floors.
 - Removing and restaging seating in public areas to prevent gathering.
 - Considering limiting bathroom occupancy at any one time.

K. Shared Use of Equipment

- Use of shared items or equipment will be avoided where possible.
- Equipment that must be shared will be cleaned and disinfected after each use.
- Arrangements for storage of personal items will be made.

L. Auxiliary Spaces

- Gymnasiums can be used to deliver physical education programming.
- When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. The [Guidance for Outdoor Activity](#) provided by the Alberta Government, Alberta Health or the Chief Medical Officer of Health will be adhered to.
 - Administrators and teachers will consider activities or sports that support physical distancing (e.g. badminton over wrestling).
- Schools will consider using auxiliary space such as gyms and libraries to deliver education programming to aid in physical distancing.
- Use of shared items or sports equipment will be discouraged. Equipment that must be shared will be cleaned and disinfected before and after each use, or users will perform hand hygiene before and after each use.
- School assemblies or other large gatherings (e.g., concerts or dances) will be avoided. Virtual options might be offered instead of in-person gatherings.
- All gatherings will be limited to the maximum number as per current guidelines provided by Alberta Education, Alberta Health or the Chief Medical Officer of Health.

M. Food Services

- No activities that involve the sharing of food between students or staff will occur.
- Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.
- **For classroom meals and snacks:**
 - No self-serve or family-style meal service will be provided. Instead, school will switch to pre-packaged meals or meals served by

- designated staff.
- Food provided by the family will be stored with the student's belongings.
- Food preparation areas that could be accessed by students/children, non-designated staff, or essential visitors will be closed off.
- Schools will ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
- Students/children will practice physical distancing while eating.
- There will be no common food items (e.g., salt and pepper shakers, ketchup).
- Utensils will be used to serve food items (not fingers).
- If a school is using a common lunchroom and staggering lunch times, they must ensure all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.
- **Food Service Programs (Cafeteria):**
 - Food service establishments must follow the Alberta Health restaurant guidelines as posted [here](#).
 - School cafeterias will use alternate processes to reduce the numbers of people dining together at one time. This may include;
 - Remove/rearrange dining tables to maintain physical distancing.
 - Place tape or other markings on floors to maintain a physical distancing of 2 metres.
 - Stagger meal service times to reduce the numbers of people present at any one time.
 - Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
 - School cafeterias will not use buffets. Instead, they will switch to pre-packaged meals or meals served by staff.
 - School cafeterias will dispense cutlery, napkins and other items to students/children, rather than allowing students to pick up their own items.

N. Responding to Illness

- Staff members, parents, and children/students are not allowed to enter the school if they have symptoms of COVID-19.
- The symptoms for COVID-19 are outlined on the Alberta Health Services website. They are subject to change. Currently the symptoms are;
 - fever
 - cough (new cough or worsening chronic cough)
 - shortness of breath or difficulty breathing (new or worsening)
 - runny nose
 - sore throat
 - chills
 - stuffy nose
 - painful swallowing
 - headache

- muscle or joint aches
- feeling unwell, fatigue or severe exhaustion
- gastrointestinal symptoms (nausea, vomiting, diarrhea, or unexplained loss of appetite)
- loss of sense of smell or taste
- Conjunctivitis (commonly known as pink eye)
- Schools will develop procedures to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member will be encouraged to access COVID-19 testing by accessing the [AHS Online Testing tool](#).
- If a child/student develops symptoms while at the school, the child/student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. School staff may utilize non-touch thermometers when a student is exhibiting symptoms. The parent/guardian will be notified to come and pick up the student immediately. If a separate room is not available, the child/student will be kept at least 2 metres away from other children/students. The student will be encouraged to access COVID-19 testing by accessing the [AHS Online Testing tool](#).
 - If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student. The student and staff will wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions should be avoided. If very close contact is required and the child is young the staff member will also use a face shield or eye protection.
 - Staff/students must wash their hands before donning a mask and before and after removing the mask (as per [Alberta Health mask guidance](#)), and before and after touching any items used by the child/student.
 - All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) will be removed from the classroom and stored in a sealed container for a minimum of 10 days.
- Schools must keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.
- Schools will use the record form provided by the Division Office to record dates of symptoms for students that become ill.
- If there is an absence rate of 10% or more due to illness, OR there are an unusual amount of individuals with similar symptoms, school administrators will report to the local public health unit per their usual outbreak notification process, regardless of the COVID-19 test results for each individual.

O. Student Transportation

- Parents and children/students must not be in the pick-up area or enter the bus if they have symptoms of COVID-19.

- Alberta Education has mandated that students in grades 4 to 12 and staff are required to wear masks while on a school bus. Exemptions will be made for students and staff who are unable to wear masks due to medical or other needs.
- The use of masks on buses is optional for students in Kindergarten to Grade 3. It is strongly recommended that they wear them when on a school bus.
- Alberta Education will provide every student and staff member with two reusable non-medical masks. The driver should be provided with a protective zone, which may include:
 - 2 metre physical distance;
 - Physical barrier;
 - Non-medical mask (required); or
 - Other
- Students will be assigned seats and a record of this seating plan will be kept in order to assist with contact tracing in the case of a student being a case of COVID-19. Students who live in the same household should be seated together.
- The Transportation Department will develop procedures for student loading, unloading and transfers that support physical distancing of 2 metres between all persons (except household members), when possible and may include:
 - Children/students start loading from the back seats to the front of the bus.
 - Where feasible, limit the number of students per bench unless from the same household.
 - Students from the same household may share seats.
 - Students start unloading from the front seats to the back of the bus.
- If a child becomes symptomatic during the bus trip, a mask will be made available (for those in Kindergarten to Grade 3 that are not already wearing a mask). The driver will contact the school to make the appropriate arrangements to pick up the child/student (see Responding to Illness above).
- Bus cleaning and records:
 - There will be an Increased frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run.
 - Vehicle cleaning logs will be kept.

P. Work Experience and Other Learning Experiences

- Work experience may resume as long as the risk of infection is mitigated for all participants.
- If the work experience placement is in a workplace, the child/student is expected to follow health rules set out by the workplace which will comply with the [Workplace Guidance for Business Owners](#).
- The time that individuals are in close contact should be kept to a minimum.
- Use of shared items or equipment should be avoided. Equipment that must be shared will be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.
- Learning experiences involving unprotected in-person singing or playing wind instruments may pose an increased risk of transmission and will be postponed at this time. Alternatives such as recording or live-streaming individual performers in separate locations may be pursued.
- Sports practices and outdoor activities may proceed in accordance with [sector specific guidance](#) from the Alberta Government,

Alberta Health Services or the Chief Medical Officer.

- For more guidance on outdoor sports and recreation, refer to the [Guidance for Outdoor Recreation](#).
- Schools and the school division will evaluate whether they can offer extracurricular activities that follow COVID-19 protocols, and let families know which activities are available.

Q. International Programs

- Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs in Alberta can resume if quarantine requirements and [public health orders](#) are followed.
- Regular Board Policies and Administrative Procedures must be followed if international travel resumes.

R. Online Learning Options

- The Minister of Education announced on July 21 that scenario 1 will be in place, which is near-normal daily operations with health measures. This requires that Northern Lights Public Schools develop and implement plans to have students safely return to schools for in-person classes.
- Plans for providing online learning opportunities for those that cannot attend in person for various reasons are being developed.
- Participation in online learning will require access to technology, real-time participation, and completion of learning activities.
- Student learning assessments will be conducted as appropriate to determine grades for reporting purposes.
- Students participating in an online learning environment will be required to commit to that format for an established period of time.

S. Grades 6 and 9 PATs / Diploma Exams

- With the return to in-school classes Alberta Education has announced that Diploma Exams are once again mandatory. Results will continue to constitute 30% of the diploma course mark. Students will be able to positively impact their marks through the completion of diploma exams.
- As per direction from Alberta Education, Grade 6 and 9 PATs are limited to English Language Arts, French Language Arts and Math. A decision has not been made regarding whether or not Northern Lights Public Schools will administer the Grade 6 or 9 PATs.

T. Preschool/Daycare and OSC

- NLPS Preschool, Daycare and Out of School Care programming will follow all requirements as outlined in the [COVID-19 information : guidance for preschools \(August 31, 2020\)](#) and [COVID-19 information : guidance for daycare, out of school care \(child care\) \(August 31, 2020\)](#) documents provided by the Government of Alberta.
- Preschool, Daycare and Out of School Care personnel will participate in jurisdictional planning processes to ensure appropriate safety measures are in place.

4. Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS SCREENING TOOL DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

Risk Assessment: Initial Screening Questions		
1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE
	• 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 (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.

If you have answered “Yes” to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered “No” to all the above questions, you may attend school.

5. Isolation Requirements

Pre-Existing Conditions

- All pre-existing illness or health conditions must be reported to the school prior to the start of the 2020-2021 school year.
- If a student with pre-existing illness or health conditions is exhibiting symptoms consistent with COVID-19 they will be required not to come to school until they have been tested for COVID-19 and received a negative test result.
- If the result is negative, the student can return to school and does not need to isolate unless the symptoms worsen or new symptoms develop.

Students with symptoms

- You are legally required to isolate for a minimum of 10 days if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Tested positive for COVID-19

- You are legally required to isolate for a minimum of 10 days if you have tested positive for COVID-19.
- Isolation period is for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- You will be required to show proof of a negative test result prior to returning to a school building.

Have symptoms but tested negative for COVID-19

- If you tested negative and have known exposure to COVID-19, you are legally required to isolate for 14 days.
- If you tested negative and have no known exposure to the virus, you are not legally required to isolate. However, it is important to stay home until your symptoms resolve so that you do not infect others.
- Unless you have a pre-existing illness or health condition, you will be required to be symptom free prior to returning to a school building.

Close contacts of confirmed cases

- You are legally required to isolate for 14 days and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19 (provides care, lives with or has close physical contact without appropriate use of personal protective equipment, or comes into direct contact with infectious body fluids).
- If you become sick with cough, fever, shortness of breath, runny nose or sore throat during this time, you must isolate for an additional 10 days from the beginning of symptoms or until you are feeling well, whichever takes longer.

Symptoms

- The symptoms for COVID-19 are outlined on the Alberta Health Services website. They are subject to change. Currently the symptoms are;

- fever
- cough (new cough or worsening chronic cough)
- shortness of breath or difficulty breathing (new or worsening)
- runny nose
- sore throat
- chills
- stuffy nose
- painful swallowing
- headache
- muscle or joint aches
- feeling unwell, fatigue or severe exhaustion
- gastrointestinal symptoms (nausea, vomiting, diarrhea, or unexplained loss of appetite)
- loss of sense of smell or taste
- conjunctivitis (commonly known as pink eye)

6. Posters and Other Materials Available to Schools

Keep Your Distance Floor Decals	
Directional Arrow Floor Decals	
Keep Your Distance Posters	Keep Your Distance landscape Keep Your Distance portrait
Do Not Enter/ Visitors Stop	Do not enter (PDF, 7.7 MB) Do not enter 2 Visitors Stop
Cover Your Cough/Sneeze	Cover your cough (PDF, 3.9 MB)
Wash and Sanitize Your Hands	Wash and sanitize your hands (PDF, 4.5 MB)
Wash Your Hands Reminders	Wash your hands (PDF, 4.7 MB) If You Could See 'Em, You'd Clean 'Em 1 If You Could See 'Em, You'd Clean 'Em 2
Handwashing Instructions	Handwashing 1 Handwashing 2 Handwashing - Large
Hand Sanitizer Instructions	Hand Sanitizer 1 Hand Sanitizer 2 Hand Sanitizer - Large
How to Wear a Non-Medical Mask	How to Wear a Mask
Masks Required	Masks Required
Things to Do to Stay Safe	Stay safe (PDF, 3.3 MB) Relaunch Safely
No Sharing	Personal items (PDF, 19.5 MB)
Physical Distancing	Healthy distance (PDF, 12.5 MB) Physical Distance 1 Small or Large Physical Distance 2 Small or Large Physical Distance 3 Small or Large Physical Distance 4 Small or Large Physical Distance 5 Small or Large
Screening Questionnaire with Isolation Requirements	Screening 11X17-colour Screening 11X17-blackandwhite Screening 8.5X11-colour Screening 8.5X11-blackandwhite

7. NLPS Re-Entry Checklist

Important: While the following checklist is designed to assist supervisors/principals in schools and in the division as they implement the NLPS Re-Entry Plan, it is not exhaustive. The NLPS Re-Entry Plan provides further direction to implement re-entry actions. Additionally, Alberta Education has provided a [Guidance for School Re-Entry - Scenario 1](#) document, upon which the NLPS Re-Entry Plan is based, and Alberta Education has also developed the [Implementing School Re-Entry Guidance](#) document that provides additional support to supervisors/principals in the safe launch of in-person classes and to reduce opportunities for transmission of COVID-19. The NLPS Re-Entry Plan and / or checklist will be updated if required based on updates from Alberta Education. Please note that the following checklist options have been developed for a scenario 1 re-entry. Should Alberta Education move to scenario 2 or 3, the actions will be adjusted accordingly.

Category	Actions	School/Department Specific Notes
Staggered Entry	<u>Division</u> <ul style="list-style-type: none"> • Transportation has informed contractors/ drivers of the plan. • Communications has informed parents of staggered entry. 	
	<u>School</u> <ul style="list-style-type: none"> • Schools have created the lists of student names for the staggered entry (including cross-referencing if family members are at another school in the community). • Schools have communicated the lists to parents/students and shared the lists with the transportation department. • Schools have re-entry procedures in place to accommodate families with children that have different last names, and students with medically fragile/ complex needs. 	
General Building Safety	<u>Division</u> <ul style="list-style-type: none"> • Maintenance has verified each building to be thoroughly cleaned. • Maintenance has ensured that water fountains, toilets and sinks have been run or flushed. • Maintenance has confirmed appropriate circulation of buildings. • Maintenance has enhanced ventilation by running fans continuously. • Maintenance has confirmed an appropriate filter replacement schedule. • Maintenance is removing any difficult to clean soft furnishings or rugs that are deemed to be garbage by school staff. 	

	<p><u>School</u></p> <ul style="list-style-type: none"> Principals have informed staff of the need to remove or store rugs and soft furnishings that cannot be cleaned. Staff have been reminded to take home their personal items used by students that are difficult to clean or disinfect. 	
General Cleaning	<p><u>Division</u></p> <ul style="list-style-type: none"> Maintenance has arranged for additional on-site custodians during the school day at each school as appropriate. Maintenance has informed daytime on-site custodians that part of their responsibility is continual cleaning of all high touch areas in common areas as well as light switches and doors in classrooms. Maintenance has reminded the regular custodial staff that in addition to routine cleaning they will maintain a focus on high touch areas. Maintenance has developed deep cleaning protocols in the event of an outbreak. Maintenance has ensured that all schools have a minimum of one water bottle filling station - and installed if necessary. Maintenance has provided schools with a sufficient number of Saber Wipes (disinfectant wipes). 	
	<p><u>School</u></p> <ul style="list-style-type: none"> Principals have informed staff about on-site custodians and their cleaning / sanitizing duties. Staff have been informed about the difference between cleaning and disinfecting via the COVID course for staff. Schools have developed procedures for disinfecting items, such as technology devices, that are shared between different cohorts. Principals have informed staff of the 'work order' process for ordering additional sanitizing resources. Principals have informed staff to use the Saber Wipes provided by the school division, and the concerns that can develop when using different types of wipes. 	
Hand Sanitizer	<p><u>Division</u></p> <ul style="list-style-type: none"> Maintenance has ensured that hand sanitizer bottles have been placed in all entrances, classrooms, and near high touch equipment. Maintenance is providing refill jugs to schools as required. Maintenance has informed custodians that it is their responsibility to refill hand sanitizer. Communications has provided handwashing and hand sanitizing posters to all schools. Starter packs have been provided to schools at the admin planning 	

	<ul style="list-style-type: none"> retreat. A sample of the poster is displayed at the admin planning retreat and an order process for additional posters has been determined. A procedure has been developed to check that each school / building has hand sanitizer bottles and other resources in place as required. 	
	<p><u>School</u></p> <ul style="list-style-type: none"> Principals have informed staff of the 'work order' process for ordering additional hand sanitizing resources. Schools have developed expectations around instructing and monitoring students to ensure appropriate handwashing with soap and water. 	
Screening Procedures	<p><u>Division</u></p> <ul style="list-style-type: none"> Communications has distributed the screening tools to parents, schools and staff, as well as communicated the importance and purpose of daily screening. Supervisors have ensured their staff are routinely using the screening tool. 	
	<p><u>School</u></p> <ul style="list-style-type: none"> Principals have informed staff, students and parents about the requirement to self-screen prior to entering the building or getting on a school bus. Schools have oriented students and staff on the use of the screening tool. Schools have developed procedures for the screening of visitors, volunteers and service providers. For students that are immune-compromised or have underlying health conditions, the school has reminded them that they need to consult with their doctor to consider their personal risk and have discussed best options for learning. 	
Masks	<p><u>Division</u></p> <ul style="list-style-type: none"> Masks provided by Alberta Education have been distributed to schools. Masks have been delivered to non-instructional support staff (maintenance, technology, transportation, division offices). Supervisors have informed their staff of the requirement to wear masks in common areas and when they cannot socially distance. Supervisors have informed staff of the requirement to wear masks when travelling together in vehicles. Additional disposable masks for students have been provided to bus drivers. 	
	<p><u>School</u></p> <ul style="list-style-type: none"> Schools have oriented students on proper mask use and expectations when school commences. 	

	<ul style="list-style-type: none"> • Principals have communicated with staff on how to appropriately supervise student use of masks. • Principals have communicated with staff the requirement to use masks in common areas, and when socially distancing is not possible in classrooms or work areas. • Principals have communicated with staff the exemptions for mask use as outlined by Alberta Education and the NLPS Re-Entry Plan. • Schools have developed procedures that require all visitors to wear masks if they enter the school. 	
Cohorting	<u>Division</u>	
	<u>School</u> <ul style="list-style-type: none"> • Principals have discussed with staff how to create and implement cohorts during instructional times when possible. • Principals have discussed with staff how to create and implement cohorts during recess and lunch times. 	
Physical Distancing	<u>Division</u>	
	<u>School</u> <ul style="list-style-type: none"> • Principals have discussed with staff how to reasonably adjust learning activities to increase physical distancing. • Principals have discussed with staff how to arrange desks or tables to obtain increased physical distancing or to minimize students facing each other. • Schools have created seating plans in all classrooms. • Schools have ensured that emergency drills take place as required while keeping in mind the need to physically distance when not wearing masks. 	
Drop-Off/ Pick Up/ Entry Areas	<u>Division</u> <ul style="list-style-type: none"> • Transportation has discussed possible delays with contractors / drivers due to staggered entry times and reminded drivers to be aware of the large number of students moving in and out of drop-off and pick-up zones. 	
	<u>School</u> <ul style="list-style-type: none"> • Schools have developed procedures to increase physical distancing as students are dropped off in the mornings or picked up after school. • Schools have designated entries and exits for classes / groups of students. • Schools have developed procedures to minimize congestion in entry areas. 	
In-Person	<u>Division</u>	

Learning	<ul style="list-style-type: none"> • Communications has ordered appropriate directional signage. • Maintenance has directed custodians to work closely with administration to confirm lunch and break times in order to accommodate appropriate cleaning. 	
	<u>School</u> <ul style="list-style-type: none"> • Schools have created traffic flow patterns in schools and set-up directional signage. • Principals have informed the school community that there will be no sporting competition between schools (practices can occur providing protocols can be met). • Principals have informed staff that there will be no field trips. • Schools have modified programming, such as band, to ensure safety measures can be met. Singing is not an encouraged activity at this time. • Schools have developed plans to minimize the sharing of equipment for learning activities such as labs. • Schools have communicated with parents and students on whether or not students can leave the campus during the day (e.g. lunch time). If students are allowed to leave, procedures have been put in place to ensure that screening, masking and sanitizing is in place upon returning to school. 	
Inclusive Education	<u>Division</u> <ul style="list-style-type: none"> • The Director of Inclusive Education is working with SST's and Administrators to determine appropriate approaches to utilization of sensory rooms, calm down items, etc. 	
	<u>School</u> <ul style="list-style-type: none"> • Schools have liaised with parents to address / develop individualized re-entry plans for students with specialized learning needs and programs. This includes masking exemptions as appropriate. 	
Visitors and Service Providers	<u>Division</u> <ul style="list-style-type: none"> • Communications has informed parents and the community that visitors are being minimized at schools, and the requirements for masking, screening and signing in when visiting the school. • Visitors log has been created and is used at school and at other sites (maintenance office, central offices, transportation office, etc.). • Principals have communicated with their School Councils the expectations in regards to screening, masking, and restricting movement in the schools if on-site school council meetings take place. The option of online school council meetings is being considered by schools. 	
	<u>School</u>	

	<ul style="list-style-type: none"> • Schools have posted signage on doors explaining visitor restrictions and procedures - including screening, restricted movement, masks and sign-in. • Schools are minimizing visitors in the building. • Schools have procedures in place to minimize volunteers, to restrict areas that volunteers go to in schools, and to ensure they follow masking and sanitizing expectations. 	
High Traffic Areas	<u>Division</u> <ul style="list-style-type: none"> • Communications has procured and provided signs and posters to schools to address high traffic areas. 	
	<u>School</u> <ul style="list-style-type: none"> • Schools have placed appropriate directional signage to ensure traffic flow that accommodates physical distancing. • Principals have communicated with staff on materials that can be used on the floors. 	
Shared Use of Equipment	<u>Division</u> <ul style="list-style-type: none"> • Maintenance has provided all schools with the appropriate disinfectant wipes. 	
	<u>School</u> <ul style="list-style-type: none"> • Schools have minimized the need for students to share equipment / items. • Principals have communicated with staff the need for increased sanitation of equipment that is shared between cohorts. • Schools have developed procedures for libraries and the signing out of books. • Principals have informed staff that students supplies should not be shared between students. • Schools have developed procedures to ensure that technology devices are cleaned before and after use by different cohorts or classes of students. 	
Auxiliary Spaces	<u>Division</u>	
	<u>School</u> <ul style="list-style-type: none"> • Lockers - schools have developed procedures for students to store / carry their personal belongings. If this includes locker use, procedures have been developed to allow for appropriate physical distancing when accessing lockers. • Playgrounds - schools have developed shared use practices and ensured that proper hand hygiene is practiced before and after use. • Change rooms - schools have developed alternate plans for the use of change rooms. If change rooms are being utilized by students, schools have developed procedures for cleaning and sanitizing. 	

	<ul style="list-style-type: none"> Schools have put protocols in place to limit the number of people in spaces such as washrooms or staff lounges. 	
Food Services	<u>Division</u> <ul style="list-style-type: none"> Maintenance has reviewed cleaning of lunch eating areas (tables, chairs, underneath of chairs) with custodians. Communications has provided signage to remind individuals to wash hands before and after eating. 	
<i>Snacks/Lunch</i>	<u>School</u> <ul style="list-style-type: none"> Principals have informed staff that learning activities involving food preparation (activities in elementary programming or courses in high school) must follow the expectations of the NLPS Re-Entry Plan. The principal has reminded staff and students the sharing of food by staff or students is not allowed. 	
<i>Cafeteria / Concession</i>	<u>School</u> <ul style="list-style-type: none"> Principals have reviewed food services expectations as outlined in the NLPS Re-Entry Plan to outside providers and ensured compliance. Principals have informed any cafeteria and concession staff of the food services expectations outlined in the NLPS Re-Entry Plan. Schools have implemented plans such as staggering lunch times, spacing out tables and chairs, and creating traffic flow and line-up expectations. 	
Responding to Illness	<u>Division</u> <ul style="list-style-type: none"> Human Resources has defined the approach for staff isolation, how it is coded, what type of leave, etc. Student Records has created a new code in PowerSchool for COVID related student absence. Student Records has enhanced procedures for appropriately documenting known medical conditions, and has informed school-based admin assistants of the procedures. A Google Sheets document has been created with a sheet for each school to use as a tracking form - the tracking document has been provided to schools. Information regarding isolation requirements is included with the tracking form. Maintenance has informed custodians that they will be made aware of any positive cases to ensure appropriate cleaning practices. A checklist outlining procedures if there is a positive case has been created and shared with supervisors. Student Records has modified the Student Update and Verification Form to include information for an alternate pick-up contact. Supervisors / principals have been informed that AHS is responsible for all contract tracing actions. 	

	<ul style="list-style-type: none"> Supervisors / principals have been informed that they are required to work closely with AHS when or if AHS conducts investigations and does contact tracing. 	
	<p><u>School</u></p> <ul style="list-style-type: none"> Schools have designated a location for students who become symptomatic at school, and have identified staff who will care for the student. Schools have communicated with parents about the importance of picking up students if requested by the school. Symptomatic students will not be sent home on a bus. Schools have plans in place to accommodate staff that become symptomatic when at work. Principals have informed staff of PPE available for them to use if a student becomes symptomatic at school. Principals have informed their admin assistants of the Google Sheet document to be used to track student illnesses. 	
Student Transportation	<p><u>Division</u></p> <ul style="list-style-type: none"> Transportation has confirmed with contractors/drivers the requirement of a protective zone (marked off area for no students). Transportation has ensured each bus driver has a recorded seating plan. Transportation has informed contractors/drivers of the plan to load from back to front in the morning, and to have students return to the same seats when loading in the afternoon. Transportation has communicated with bus drivers the expectation that if grade 4 to 12 students do not show up with a mask they will provide the students with a disposable mask and then inform a teacher / admin the names of students that did not have a mask. Transportation has ensured that there are extra disposable masks on each bus in case students in grades 4 to 12 did not bring a mask, or if a student becomes symptomatic during the bus trip. Transportation will ensure each contractor is aware of cleaning requirements after each run and provide a daily bus cleaning log. 	
	<p><u>School</u></p> <ul style="list-style-type: none"> Principals have developed appropriate supervision during morning drop-off and school dismissal times. Schools have developed practices in order to support physical distancing during morning drop-off and school dismissal times. 	
Work Experience / Learning	<p><u>Division</u></p>	

	<u>School</u> <ul style="list-style-type: none"> Schools that offer work experience programming to students have ensured they are following the expectations outlined in the NLPS Re-Entry Plan. Schools have endeavoured to promote outdoor activities as part of the physical education program. 	
International Programs	<u>Division</u> <ul style="list-style-type: none"> Supervisors / principals have been reminded that there is no international travel for NLPS students. 	
	<u>School</u>	
Online Learning Options	<u>Division</u> <ul style="list-style-type: none"> An online learning option has been developed and staffed. Communications has informed parents, students and staff of the 'pathways to learning' options. 	
	<u>School</u>	
PATs and Diploma Exams	<u>Division</u> <ul style="list-style-type: none"> A process has been carried out to determine whether or not NLPS will administer Provincial Achievement Tests for students in grades 6 and 9. 	
	<u>School</u> <ul style="list-style-type: none"> Schools have informed high school students taking diploma courses that Alberta Education is requiring the writing of diploma examinations. Parents of grade 6 and 9 students are informed of the decision regarding the writing of Provincial Achievement Tests. 	
Preschool/ Daycare and OSC	<u>Division</u> <ul style="list-style-type: none"> The program director has participated in the same re-entry planning sessions as supervisors / principals. The program director has followed all requirements as outlined in corresponding guidance documents provided by Alberta Education. 	
COVID Course for Staff	<u>Division</u> <ul style="list-style-type: none"> The division has created a COVID presentation for all staff to review. 	
	<u>School</u> <ul style="list-style-type: none"> Supervisors / principals have presented the course / slideshow to staff. 	