

Progressive Academy September 2020 School Re-Entry Policy

Policy Statement

The Board of the Progressive Academy Education Society acknowledges that the Covid-19 Pandemic poses a serious health threat to the the students and staff of Progressive Academy as well as their families and all with whom they have close physical contact. With the intent of safeguarding the health and safety of all staff and students at Progressive Academy, and preserving the features that make Progressive Academy a school of choice for our many families, the Board is committed to implementing a cautious, but reasonable *School Re-entry Plan* that is based on the latest available guidelines provided by the ministries of Alberta Education and Alberta Health. Recognizing that these guidelines may change frequently as the pandemic evolves, the Board furthermore empowers its Executive Director, through his administrative team and school staff, to make any changes necessary to ensure that the *School Re-entry Plan* is continually aligned with the the most recent directives and guidelines delivered by Alberta's Chief Medical Officer of Health and Minister of Education. (Policy passed by the PAES Board on August 12, 2020)

Background

Progressive Academy, as an accredited funded private school, is committed to following the Covid-19 guidelines issued by the Government of Alberta, through both the Minister of Education and the Chief Medical Officer of Health. That meant that we were closed for in-person instruction between March 16 and the end of June, 2020, offering instead remote learning for students from Kindergarten to Grade 12. It also meant that the school's administrative team began to plan for three possible scenarios for the beginning of the 2020-2021 school year. The first scenario is a near normal reopening of schools, with special measures in place for cleaning, hand and respiratory hygiene, and physical distancing. The second scenario would see strict limits placed on the number of students in the building and in the classrooms in addition to the above mentioned measures. The third scenario would involve a return to the remote learning approach that was followed in the last three and a half months of the 2019-2020 school year. Schools were encouraged to plan for agility, realizing that they may have to shift from one scenario to another as the year progresses.

On July 21, 2020, Minister of Education Adriana LaGrange, Premier Jason Kenney, and Chief Medical Officer of Health, Dr. Deena Hinshaw, announced that Alberta schools should plan for a Scenario 1, near normal, re-entry. In her address, Minister LaGrange directed schools to put in place measures such as:

- Frequent cleaning of high use surfaces and areas
- Frequent handwashing and hand sanitizing
- Frequent messaging about hygiene rules

- Grouping of students in cohorts to reduce the risk of transmission and increase the ability to trace contacts in the event of transmission
- Physical distancing
- Strict policies to deal with symptomatic staff and students
- Drop off and pick up procedures
- Respiratory etiquette, including use of masks as mandated
- Postponing field trips
- Policies regarding the use of shared items and equipment

In the following School Re-entry Plan, our guiding principles for the re-entry of students are:

1. A focus on the health, wellness and safety of students and staff.
2. Alignment with Alberta Education and Alberta Health Services guidelines.
3. The provision of predictable learning schedules with a primary focus on the core curriculum and social emotional needs of our students.
4. The provision of predictable, yet agile learning approaches and learning supports that meet the needs of our students.
5. The maintenance of a safe, caring and welcoming learning community that inspires students to enjoy all aspects of school.
6. The provision of a well rounded program for students, which includes fine arts, second languages, and options.
7. The use of both familiar and emerging technologies in the classroom and elsewhere to ensure that all students have access to quality learning opportunities.
8. Modifications to facilities, procedures, and expectations that are reasonable, and judicious
9. Clear communication of policies, procedures, and learning expectations with students and families
10. The ability to be flexible and adaptable to best meet the needs of students and their families.

Progressive Academy's School Re-entry Plan draws direction from:

- Alberta Education, July 21, 2020, *Covid-19 Information: Guidance for School Re-Entry Scenario 1.*
- Alberta Education, July 21, 2020, *Covid-19 Information: Guidance for School Re-Entry Scenario 2.*
- Government of Alberta, July 2013, *Pandemic Planning Guide for Alberta School Authorities.*
- Government of Alberta, *Influenza Pandemic Planning Checklist for School Authorities.*
- Regular updates from Alberta's Chief Medical Officer of Health and Alberta's Minister of Education

The following procedures will remain in place until such time as the Minister of Education and Alberta Health Services directs schools to change their processes because of changing Covid-19 threat levels.

As Alberta's Premier, Minister of Education, and Chief Medical Officer have stated, there are no risk free scenarios. We believe, however, that this plan will provide a learning environment that meets or exceeds the guidelines established by both Alberta Education and Alberta Health.

As the Covid-19 Pandemic evolves and as more is understood about how Covid-19 spreads and how that spread is best prevented, Progressive Academy will review and modify this plan in line with changing guidance provided by Alberta Health. The Progressive Academy Society Board will empower the Executive Director to make necessary changes on an ongoing basis to ensure that this plan is implemented in a manner that is consistent with the expectations of Alberta Education and Alberta Health.

School Re-Entry Plan

We believe that the following actions, if implemented by all partners in our community, will provide a learning environment that meets or exceeds the guidelines set out by Alberta Education in its 21-July-2020 School Re-entry Plan.

Prior to School Start-up

During the summer months, all areas of the building were thoroughly cleaned. Where possible, carpets and furniture with hard-to-disinfect surfaces were removed from classrooms. The HVAC was inspected and adjusted and where water was not used over the summer, the lines were flushed.

As Alberta Education developed guidelines for school re-entry, the Progressive Academy administration team developed a plan that we believe best fits the context of our building and programs.

During the orientation meetings prior to the onset of classes, teachers will be reviewing this plan and putting in place the necessary procedures, structures and resources for their individual classrooms. Posters will be placed in classrooms, hallways, common areas and washrooms reminding students of expectations re: physical distancing, hand and respiratory hygiene, and personal protective equipment.

As parents, you will be updated on a weekly basis about Progressive Academy's plan as well as steps that you can take to best prepare your children for the beginning of the year.

Please review the pre-screening questionnaire and at <https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/6607784e-b42e-46c2-ba76-031c3b0217c5/download/covid-19-relaunch-daily-checklist.pdf>, and use this each morning before your children or you enter the school building. Should you or your child answer yes to any of the questions, please do not enter the building.

Drop-off and Pick-up

In order to minimize the opportunities for close contact, doors will be open at 8:30 and students should be dropped off by 9:00 at the latest. Each class will have an assigned entrance:

- Junior Kindergarten Sunshine and Sunflower students will enter the east doors and exit through the lower north entrance.
- Junior Kindergarten Acorn and Rainbow students enter and exit through the west doors (near gym).
- Kindergarten to Grade 2 students will enter the east doors and exit through the upper north doors.
- Grade 3 to 9 students will enter and exit through the southwest doors.
- High School students enter and exit through the lower north entrance (near the swing sets).

One parent of each junior kindergarten child may enter the building to bring in their child, however, that parent must be masked. Markers will be placed to indicate physical distance and parents/students will wait outside the room until teachers indicate. We will be taking the temperature of all persons entering the building and ask that upon entering, each person uses the hand disinfectant provided.

Please observe the physical distancing marks/pylons and arrows on sidewalks and in hallways. These are there to help maintain a safe distance between individuals.

All students who are in the grade 3-4 class and up are required to wear masks upon entering the school grounds and while in the shared areas of the school, including hallways and washrooms. Students of lower grades are strongly encouraged to wear masks if they can do so safely.

Bus students will be provided with directions for boarding and disembarking later in this document.

Classroom Learning Environment

This year, more than ever, the classroom will be at the heart of what happens in the school. Teachers are committed to building a welcoming, safe and caring environment for their students. While the first few days might seem more regimented as students and teachers become comfortable with new routines, Progressive Academy expects that students will be challenged to learn through enjoyable and collaborative activities.

General Guidelines. Each class will be its own cohort for all activities. Classes will not intermingle. Students in grade 3-4 and up will be asked to wear their masks while in the classroom unless the teacher directs otherwise for activities that do not involve the possibility of close contact. Students in grades 3 and under will be encouraged to wear masks, but are not required. Desk and tables will be spaced to allow maximum physical distancing or at a minimum, arranged so that students do not face each other. Where students in lower grades are at a common table, they will be separated by plexiglass dividers or polycarbonate barriers. High touch surfaces such as doorknobs, taps, table surfaces, microwave oven doors and locker doors will be frequently cleaned, both by school staff and by students.

Students will be assigned storage space for personal items and if no lockers are present, they will have individual storage bins or cubes. Each teacher will post a set of Class Rules and share that with parents so they can review it with students at home. Classrooms will contain several posters reminding students of physical distancing, hand hygiene and respiratory hygiene, and teachers will deliberately and frequently spend time discussing these matters with students.

Progressive Academy believes that students should participate in cleaning their own classroom (e.g. wiping desktops, locker doors, etc.). Time for this will be built into the daily schedule. Each classroom will be provided with disinfectant & cleaning rags and used rags will be stored in a covered bucket for cleaning and sanitizing by the janitorial crew each evening.

All snacks & lunches are to be eaten in the classroom.

As mentioned above, teachers will look for new ways to create enjoyable learning experiences. Some of the previous activities and structures will be removed until the pandemic has run its course. These will include such things as:

- Carpets & upholstered furniture which cannot be easily disinfected
- Field trips requiring bus transportation
- Out-of-classroom lunches
- Shared lunches & party food
- Clubs and House Leagues
- Reading buddies
- Blended grade option classes
- In-person singing, shouting, wind instruments

Wherever possible, the teachers and principal will look for new ways to re-introduce some of these activities in a manner that allows appropriate physical distancing.

Instructional Considerations. Each student will use their own supplies & equipment whenever possible. Teachers will initially plan for activities that do not involve sharing of resources or group work requiring students to be working face to face, singing, shouting, or moving frequently. Students can expect that some teaching time will be devoted to the teaching of hygiene and distancing protocols such as hand cleaning/sanitizing, respiratory hygiene, physical distancing, classroom cleaning, hallway and playground protocols, and use/sanitization of equipment, and arrival/dismissal plans. As the year progresses and students internalize these behaviours, less time will be needed each day.

Library, Music, Art & French instructors will be coming to the classroom rather than having students transition to specialty rooms.

Physical Education will take place outdoors whenever possible, but the gym will also be available for various activities. Equipment will be provided for each classroom. The teacher will ensure it is disinfected prior to and after use. Each class will develop their own age-appropriate guidelines for PE clothing and changing.

Options will still be part of the program, but at this current time, cross grade mixing cannot happen. Teachers will plan for options that don't require cross cohort groupings and which might tie in to student's coursework, for example, students do recordings of themselves doing music performances, produce videos, or various projects at home or strategy games and small

group design projects that can use collaboration through Google Classroom.

Classroom Discipline. We know that the beginning of the year will be a stressful time for students and staff alike. Teachers are committed to working with students to help them learn new routines and establish new ways of interacting socially. They don't expect perfection. Where students are struggling with these routines and structures, teachers will patiently work to guide and support them. However, as the health and safety of all students is a vital foundation for comfortable learning to happen, students who consistently defy health and safety guidelines may be removed from the classroom for counselling with an administrator and in extreme instances, a parent may be called to pick up a child.

Symptomatic Students. Where students are symptomatic, they will be removed from the classroom to a designated waiting room in the library area. The administrative assistant will call parents to immediately pick up their child, or send a designated guardian to do so. Where possible, staff will send all of the student's belongings home with the parent. Should that not happen, belongings will be placed in a sealed bag where they will be allowed to naturally disinfect.

Recesses

Each teacher will review with their class the expectations for recess time. Recesses will be structured so as to minimize opportunities for intermingling of cohorts. The two kindergarten classes will have an early recess. Grades 1 to 9 classes will be assigned to designated areas of the school property and each day, classes will rotate the assigned area so that throughout a week, students will be able to access various facilities, such as basketball courts, playground, gym, etc. Students will not stop in the boot room to remove their shoes, but will follow the arrows in the hallway to their classrooms, placing outdoor shoes on runners outside their classrooms.

Teachers

Your child's teachers are the front line professionals and there will be times that require their close proximity to their students. As much as possible, teachers will stick with their cohorts, but they also need to interact with each other to discuss matters of planning, problem solve, or support each other. Teachers will be expected to follow the same safety protocols as students, wearing masks, maintaining an appropriate physical distance and following hand hygiene protocols. The school will be providing teachers with face shields to use when they feel it is appropriate should they need to work closely with children.

Parents, Visitors, Service Providers

From what we currently know about the spread of Covid-19, maintaining the integrity of your child's cohort is one of the most important ways to prevent outbreaks in school. Because of this, we are being careful about who enters the school, and if others who are not normally part of a cohort enter, they need to be appropriately screened, follow health protocols, and register so as to allow contact tracing if needed.

Parents. It is imperative that parents read the *pre screening questionnaire* prior to entering the building and refrain from entering if they answer yes to any questions. Parents of JK students will be asked to sign the pre screening document and leave it with the staff when they arrive. They can re-sign the same document each day of the week. Parents must apply hand sanitizer upon entering, will have their temperature checked, must wear masks, and must follow physical distancing markers in the hallways.

Parents of other children (Kindergarten and older) must register with the receptionist prior to entering the building. They must be wearing masks, apply hand sanitizer upon entering, and follow all physical distancing markers/arrows in the hallways. We respectfully ask that except in emergency situations, parents of K-12 students drop their children at the assigned entrances and do not enter the building.

Third party visitors such as mail delivery, courier services, service providers will be asked to follow similar protocols, or where possible, to leave their packages outside the entrance.

High Traffic Areas and Shared Spaces

Boot Room. The shelves in the east boot room will be closed until further notice. Students are to carry outdoor shoes to their classrooms where runners will be placed in the hallway outside the room. Students can place their shoes on these runners.

Halls. Students will notice that there will be staff monitors in the hallways encouraging them to follow the directional arrows and maintain physical distancing. As hallways are public areas, students need to wear their masks in the hallways. We ask students to refrain from running, shouting or touching other students while in the hallways.

Fountains in Halls. Alberta Health feels that use of fountains does not contribute to the spread of Covid-19, however, fountain buttons are high touch surfaces and will be cleaned/disinfected regularly. Students are encouraged to use the touchless bottle fill units on fountains to refill reusable bottles.

Bathrooms. Junior Kindergarten classes will each have assigned washrooms. No other students should use these washrooms. All washrooms will be signed to indicate maximum occupancy of 2 at any time and there will be marked spots on hallway floors outside to ensure social distancing of waiting students. Washrooms will be cleaned regularly throughout the day, with faucets, handles, toilets and door knobs being disinfected/sanitized. Posters will remind students to wash their hands.

Kitchens & Photocopying. Kitchen areas of the school will be off-limits to all, so students must bring their own cutlery. Students who require photocopying will be asked to email their copy requests to Ellie or Lisa, who will then complete the copying and deliver it to their classrooms. Parents are encouraged to send lunches that do not require microwave heating or refrigeration. Cold packs and thermos containers are good alternatives.

Library/Auditorium. The auditorium area will be used for learning support activities and for out-of-school care. Tables will be wiped down with disinfectant after use. Books will not be

selected individually by students, but requested remotely and delivered to the classroom. Upon return, books will be set aside for a period of time before being returned to circulation.

Janitorial

School cleanliness is a critical component of Covid-19 prevention. The janitorial crew will have a regular cycle of cleaning high contact surfaces around the school, including, but not limited to door knobs and pushes, water fountain buttons, washrooms and common areas. They will collect and launder cleaning cloths from the classrooms, restock classroom cleaning supplies, vacuum and wet mop floors, and when class sessions are done, clean and disinfect the classrooms.

Buses

In order to minimize the potential spread of Covid-19 during transportation to and from Progressive Academy on school-owned busses, drivers will ensure that high touch surfaces are regularly cleaned, will assign seats that allow family members to sit together, but physically distance other students, and will establish boarding and exit protocols.

All students and parents who enter the boarding zone are required to daily review the *Pre Screening Questionnaire*. If they answer yes to any questions, they must not enter the boarding zone or board the bus. The driver, all students who board the bus, and parents in the boarding zone will be required to wear masks.

Upon leaving the bus, students will remain physically distanced and enter the school following the processes for all students:

- Enter by assigned door
- Disinfect hands
- Wait for temperature check
- Proceed directly to classroom following direction arrows in hallways
- Store belongings in lockers or assigned storage place in the classroom

Bus students will normally be dismissed a few minutes prior to other students and will proceed to the bus by exiting from their assigned exits. Prior to boarding the bus, students should line up in order of boarding outside the bus, maintaining 2 meters distance if possible.

International Students Arriving from outside of Canada

Students arriving from international locations must follow federal guidelines which require them to:

- Prepare an arrival plan
- Prepare a quarantine plan
- Meet all quarantine requirements prior to beginning classes
- Sign and have parents/guardians sign Progressive Academy's protocol prior to the school granting an acceptance letter

Out-of-School Care

Junior Kindergarten OSC. Each student will report to his/her own classroom using the entrances designated for that class. Students and parents will be required to follow all assigned protocols for entering the building, including reviewing the *pre screening questionnaire*, the use of masks, hand sanitizing and temperature checks. Students may only use assigned washrooms. Parents drop off students at the door of the classroom and are asked to ensure that only one parent per family enters the building and only one parent enters the classroom at a time. Other parents will need to wait on markers outside of the classroom/school. At the end of the day, the pick-up - parent comes to the designated spots on the floor outside the rooms. The teacher will allow the parent inside to pick up the child when ready.

Kindergarten and Elementary OSC. Students will enter through the southeast door of the school, descend the stairs and report to the auditorium. The door monitor will take their temperature and send the student into the auditorium. There will be designated OSC play equipment that is used only by these students. Should a child feel ill, they will be isolated in the library meeting room where they will wait until parents come to pick them up. At the end of the day, students will exit on their own when parents text the supervisor.

Student and Staff Illnesses

Alberta Health's guidelines make it clear that the most important way to prevent the spread of Covid-19 in school settings is to keep it out of schools. Thus, it is critically important that families work with the school to ensure that sick students do not come to school or if they become sick at school, that they are picked up immediately. Please note the following guidelines:

- Students & staff answering yes to any question on the *Self Screening Questionnaire* MUST NOT attend school
- Students who become symptomatic during school day will be
 - Asked to wear non-medical masks.
 - Be isolated in the library meeting room where they will be supervised by school staff.
 - Picked up as soon as possible by parents or designated guardians
 - Should you need to designate a substitute guardian for your child, please call the front desk of the school.
 - Sent home with their belongings
- Parents asked to use Alberta Covid-19 testing tool to determine if a test is required
- Students who are ill, along with any siblings, are asked to remain at home until they have tested negative for Covid-19 or have been at home for 14 days
- The school will provide learning materials and support so that students can continue learning at home

Teachers and staff will be expected to follow the same protocols.

Should multiple students in a cohort be ill at any time, the school will notify Alberta Health

Services.

If student or staff member tests positive for Covid-19, the zone medical officer of health will work with Progressive Academy's administration to quickly

- identify cases
- identify close contacts
- create isolation measures when needed
- provide follow-up recommendations

A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to stay home for 14 days. The Edmonton Zone Medical Officer will determine the best course of action.

Parents will be notified if a case of COVID-19 is confirmed at PA and public health officials will contact those who were in close contact with the person.

PA will support students and staff to learn or work at home if they are required to self-isolate.

Students or Staff with Existing Medical Conditions

For students with existing or underlying medical conditions or risk factors, parents should:

- Have the student tested to establish a baseline for symptoms
- Consult their child's physician to consider the health risks and make a decision about returning to school that will best support the child.
- Contact the principal of PA to discuss available options and support.

In addition to consulting with a physician, Albertans can [assess the risk](#) of experiencing severe health outcomes from COVID-19.

Support for Registered Students at Home

Support will be available for students who must remain at home due to symptoms or while awaiting test results. They can expect that teachers will daily post their lesson materials, assignments and other homework on Google Classroom. Designated educational support staff as well as teachers who may be isolated at home will be available to assist students by Google Meet.

Additional Protocols for a Scenario 2 Re-entry

Alberta Education lists three possible scenarios for school re-entry:

1. In-school classes resume (near normal with health measures)
2. In-school classes partially resume (with additional health measures)
3. At-home learning continues (in-school classes are suspended/cancelled)

While the plan, as of July 21, 2020, is for all schools in Alberta to begin classes in September, 2020 in Scenario 1, the Minister of Education and the Chief Medical Officer have indicated that depending on the state of the Covid-19 pandemic in Alberta, schools could be directed at any

time to switch to Scenario 2 or Scenario 3. Furthermore, Alberta’s Guidelines for a Scenario 2 Re-entry state that “Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services(AHS)and may be required to close in person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to close a school will be made in consultation with the local Medical Officer of Health, MOH”.

What would a Scenario 2 opening or transition look like for Progressive Academy?

1. The number of cohorts (classes) in the school would be reduced by half on any given day.
2. Each class would spend two days at the school and three days at home each week.
3. The school would be closed one day of the week, likely Wednesday, for deep cleaning.
4. Students who were not in class would be receiving remote instruction, similar to what they received from March to June of 2020.
5. Entry and exit protocols, as well as all hand hygiene, respiratory hygiene, and physical distancing protocols would be the same as in PA’s Scenario 1 plan above.

Here is an example of the potential school attendance schedule for Scenario 2

Day of the Week	Classes at School	Classes at home (remote learning)
Monday Tuesday	JK Acorn and Sunshine, K Oak, Grade 1-2 (Laura), Grade 4-5 (Erica), Grade 3-4 (Charmaine), Grade 8-9 (Courtney)	JK Rainbow and Sunflower, K Maple, Grade 1 (Nellie), Grade 2-3 (N’Makaba), Grade 6-7 (Tasha), High School (Carrie)
Wednesday	School Closed for Deep Cleaning	
Thursday Friday	JK Rainbow and Sunflower, K Maple, Grade 1 (Nellie), Grade 2-3 (N’Makaba), Grade 6-7(Tasha), High School (Carrie)	JK Acorn and Sunshine, K Oak, Grade 1-2 (Laura), Grade 4-5 (Erica), Grade 3-4 (Charmaine), Grade 8-9 (Courtney)

Additional Protocols for a Scenario 3

Should the school be required to cancel classes because of an outbreak or should the Chief Medical Officer of Health once again announce that Alberta Schools will be closed for classroom learning, Progressive Academy will immediately revert to the same remote instruction format for K-12 that was used from March 16, 2020 until the school year ended. Junior Kindergarten may or may not continue based on guidance from Alberta Child Services.

In Scenario 3, K-12 teachers will primarily use Moodle, Google Classroom, and Google Meet to communicate with students and parents, conduct classes, share schedules and assignments, and receive student work. Each classroom teacher will inform parents of the protocols.

If Junior Kindergarten is closed, support will be the same online daily planning lessons that were available in the spring.

We encourage you to contact your child's teacher, JK Director Sarah Uhrig or Principal Jacqueline Richmond should you have questions about anything in this document. Please continue to check the News section of our website at www.proacad.ca, as we will continue to update it with further information in addition to our regular direct email communications.