

2020-21 Horizon Mennonite Alternative Program School RE-ENTRY PLAN

This plan has been developed in conjunction with the HMAP staff as well as guidelines provided by the Province of Alberta <https://www.alberta.ca/guidance-documents.aspx> and Horizon School Division <https://www.horizon.ab.ca/>

Category	AHS/ Horizon Recommendations	HMAP's Plan
<p>General Building Safety</p>	<ul style="list-style-type: none"> ● Schools must develop procedures that outline hand hygiene and cleaning requirements for schools and should address: ● Placement of hand sanitizer containing at least 60% alcohol content (or a non-alcohol-based hand sanitizer approved by Health Canada) in entrances, exits, classroom entrances, high-touch equipment such as microwave ovens and vending machines and other high traffic areas. 	<ul style="list-style-type: none"> ● All students & visitors must enter through the Front Doors. Physical-distancing expectations are in-place which means that they must wait in line 6ft apart until they have sanitized their hands at the sanitization station at the entrance. This must be done EVERY TIME someone enters into the school. When possible, only one adult family member should enter the school. ● All students, staff and visitors to the school must wear a mask when in the common areas of the school. Only when physical-distancing may be maintained in the classroom may students/teachers remove their masks. ● Two reusable masks will be provided to each student. ● Staff should enter the school via other entrances that are closest to their regular classroom. (Staff are expected to follow all health authority mandates for back to school re-launch.) ● Upon sanitization, students will go to their lockers, while ensuring the social distance (eg: don't walk within 2 m of someone who is at their locker) and then they must report to their first period class. ● Hand sanitizer stations will be at every classroom entrance. ● Sharing of supplies, etc. by students/staff is discouraged as much as possible. If items are shared, they must be disinfected between uses. ● Sanitization supplies will be available in every classroom. Students will be required to sanitize their learning station prior to leaving the room if another student will be using that station.

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Screening	Schools must 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.	<ul style="list-style-type: none">● Our Secretary will keep a record of student symptoms when parents call-in. We will have on record any prior medical conditions.● Staff who receive notice of student illness from a parent will send it to the office so all information is coordinated.● Families will be provided with a copy of the screening tool with the expectation that it will be completed on a daily basis.
Cohorting	<p>A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. At least 2 metres of physical space, where possible, should be maintained between desks.</p> <p>All teachers must ensure students have assigned seating</p>	<ul style="list-style-type: none">● Advisory groups will not be meeting in the mornings during Semester 1. Students are still assigned to advisories and an advisor will check in on the well-being of the students. If health regulations have changed, we will resume with an advisory schedule for Semester 2.● Classes have been cohorted in order to maintain physical distancing. Cohorting will allow the interaction with numerous teachers to be reduced for Semester 1. In Semester 2 if health guidelines allow, we will look at schedules that will combine classes if possible.● Grades 7,8 and 9 will be configured into 2 cohorts as will grades 10, 11, and 12.● Self Directed learners will be able to work and get help in the school. However, they will be expected to give advance warning to the school office before arriving. The simple act of picking up work may be done outside the school or in the entranceway. SDLs will always have a teacher available for them but they might be placed to work away from that teacher depending on physical distancing requirements.● Assigned seating will be mandatory in all classrooms.● There will be separate breaks for each class group, there will not be school-wide breaks until lunch. At

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		<p>lunch students will be separated by cohort groups.</p>
<p>Drop-off/ Pick-up expectations</p>	<p>Schools must develop procedures for drop-off/pick up that support physical distancing where possible of 2 metres between all persons (except household members).</p> <p>Schools should consider staggering the start and end of the school day to reduce the number of students in hallways and common areas:</p> <ul style="list-style-type: none"> ● Upon arrival of school students should remain on buses until they are signaled to disembark by school staff ● Students should head straight to their classroom upon entering the school ● Reduce unnecessary time student spend at school before and after classes ● Reduce usage of communal gathering areas 	<ul style="list-style-type: none"> ● Students will enter through an assigned door that will be assigned on the 1st day back. ● Students will be required to wear a mask if they are riding a bus. ● If a student is being picked-up from the school, we ask that parents call the office to notify that they have arrived and the student will be informed and signed out at the office. ● When students are dropped off during school hours, we ask that parents phone the school to provide information as to why the student is late so it can be recorded. The student should sanitize when they enter and report to the office that they are now present. ● Dismissal time will be staggered for cohort groups at the end of the day.
<p>Expectations for visitors and other service providers entering the school</p>	<p>The public should not enter the school if they are ill.</p> <p>Parents/guardians can attend the school if they are required.</p> <ul style="list-style-type: none"> ● When a visitor enters the school they should be asked to use the self screening tool (see Appendix C) before they enter the school. ● If a visitor answers YES to any of 	<ul style="list-style-type: none"> ● All visitors & service providers to the school should make an appointment prior to coming whenever possible. Upon entering, everyone must sanitize at the entrance station & check into the office. The secretary will record this information. Visitors & service providers must also report when they are leaving. ● Visitors are asked to complete the self-screening tool before entering the school. ● There will be limited access to areas of the school, students will be called to the office if they are needed by a parent.

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	the questions, the individual must not be admitted into the school.	
Expectations for shared use equipment	Equipment that must be shared must be cleaned and disinfected before and after each use.	<ul style="list-style-type: none"> Students will not be permitted to share or borrow materials from other students. When it is necessary that an item will be shared, the teacher will disinfect the item prior to giving it to the student.
Risk mitigation for high traffic areas in school facilities	<p>Schools should institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas.</p> <p>Students and staff must wear masks in common areas.</p>	<ul style="list-style-type: none"> Staggered breaks have been implemented to reduce the number of students in the hallways and common areas. There will be staggered dismissal times at the end of the day. Student lockers have been assigned where students from the same grade/class will not be next to each other to help maintain the 2 meter distance between students when classes visit their locker. Students and staff MUST wear masks in common areas such as halls, bathrooms, and essentially any time that movement could expose them to risk.
Auxiliary Spaces	<p>Gymnasiums can be used to deliver physical education programming.</p> <p>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.</p> <p>Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling).</p> <p>School assemblies or other large</p>	<ul style="list-style-type: none"> PE will be restricted to activities that mitigate the use of shared items between a number of students. Or activities that require exertion and body contact. Students will be required to use the change rooms. Regular clothing is permissible. When possible, PE classes will be held outdoors. The PE curriculum will be adjusted to meet health requirements. All equipment will be sanitized prior to use and after use. Plans for large school celebrations/ gatherings will be put on hold until AHS has permitted larger gatherings. When we have assemblies, they may be held outside

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	<p>gatherings (e.g., concerts or dances) should be avoided virtual options should be offered instead of in person gatherings.</p>	
<p>Lunch Breaks/ Concession</p>	<ul style="list-style-type: none"> ● If a school is using a common lunchroom and staggering lunch times, ensure that cleaned and disinfected after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use. ● Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items. ● Remove/rearrange dining tables to maintain physical distancing. 	<ul style="list-style-type: none"> ● Lunch will be staggered to allow cohorts to eat ● Students will be permitted to go off-campus during lunch, however, they will be required to sanitize at the main doors upon re-entry. ● The central common space, classroom and the courtyard will be the places that lunch may be eaten. ● Disinfecting supplies will be available. Students will be asked to wipe their eating area prior to leaving it. ● Physical-distancing protocols will be put into place with seating minimums put into place. ● Until further notice, no microwaves will be available for students to heat food. Please use alternative forms of food or containers that retain heat.
<p>Responding to Illness</p>	<p>Schools should develop procedures to address staff/ students that become symptomatic during the school day to allow that staff member or student to isolate/leave the school for the time.</p> <p>Once a sick individual has left the school, clean and disinfect all surfaces, items, and areas with which they may have come into contact.</p> <p>Dispose of one-time PPE equipment such as gloves and disinfect reusable PPE such as</p>	<ul style="list-style-type: none"> ● If a student is showing a symptom, they will be removed from the classroom and isolated until. The family will be notified and it will be requested that the student is picked-up and testing for COVID-19 is recommended. ● If a staff member becomes ill during the day, arrangements will be made for a substitute teacher to come in. Healthy staff members may supervise the class so that the ill teacher can go home and isolate. Staff will be permitted to return when deemed safe to do so through a negative covid 19 test.. ● All areas where the sick individual was, will be sanitized. All disposable PPE will be discarded. ● Those who had contact will be asked to wash hands thoroughly & sanitize.

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	<p>protective eyewear and restock emergency kit.</p>	
<p>In-person learning</p>	<p>Schools should develop procedures and plans for in-person learning that supports physical distancing (2 metres), where possible, and to separate cohorts to the greatest extent possible.</p> <p>If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglas barriers or partitions) administrative controls (adapting the activity to minimize or eliminate close contacts) or use of masks.</p>	<ul style="list-style-type: none"> ● The school timetable has been developed to cohort grades and classes together. ● Desks have been placed in classrooms with optimal physical distancing of 2 m. ● Semester 2 may be adjusted so there is more interaction with other groups if AHS deems that it is safe. ● Students who have to stay home due to symptoms will be given the opportunity to continue studies through the , “at home learning” materials that are being developed by the division if time away is expected to be extensive. ● Parents who opt for at home learning for the first semester in lieu of in-person learning will be assisted by the school with homeschooling options.
<p>Nutrition Program</p>	<p>No activities that involve the sharing of food between students or staff should occur.</p> <p>For classroom meals and snacks:</p> <ul style="list-style-type: none"> ● No self-serve or family-style meal service. Instead, switch pre-packaged meals or meals served by designated staff. ● Ensure that food-handling staff practice meticulous hand hygiene and 	<ul style="list-style-type: none"> ● Various pre-packaged foods will be available to students via the nutrition program. ● A support staff member will oversee the program Students will request food and it will be provided to them. ● Gloves and proper sanitation protocols will be in place. ● If more than one student is requesting a snack, they will be required to physically distance themselves and wait for the snack provided. ● Utensils will be provided to students by a staff member

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	<p>are excluded from work if they are symptomatic.</p> <ul style="list-style-type: none">• There should be no common food items (e.g., salt and pepper shakers, ketchup).• Utensils should be used to serve food items (not fingers).• Dispense cutlery, napkins and other items to students/children, rather than allowing them to pick up their own items.	<p>only if necessary as students should be bringing their own.</p>
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