



## St. Augustine Elementary School Re-Entry Plan

*Welcome back to a new school year!*

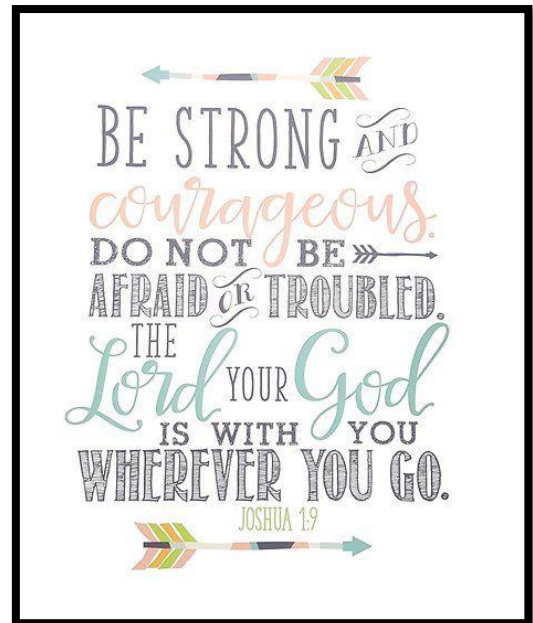
We hope you and your family are well and healthy and have had a rejuvenating summer. We are looking forward to welcoming our students back to school and meeting our new friends! We have worked diligently to prepare a plan that will optimize safety and well-being for all. We know that we will be living with COVID-19 for the foreseeable future and as we prepare for a return to school it is important to note that our surroundings are changing and that it is our shared responsibility to cooperate and work together to keep our extended school family safe. We want you, the parents and guardians, to feel comfortable sending your child to school.

As you can imagine, school will look and function differently this year. Throughout Edmonton Catholic Schools and here at St. Augustine your child's safety and the safety of our staff are of utmost importance. Due to the COVID-19 pandemic, we must all be flexible and nimble as new circumstances arise as we adjust to a 'new normal'.

In this document you will find many important details for the return of school this year. Please read this document carefully. If you have any questions, please feel free to call the school at 780-435-4949. Our school office will be open on August 24<sup>th</sup>. At the end of the document you will find information on how to register your child for online learning if you wish this option for your child.

We cannot wait to see you and welcome you back!

Sonja Willier, Principal  
Bernard MacGregor, Assistant Principal



## QUARTERLY PLANNING

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To accommodate online learning, all schools in ECSD will follow the same scope and sequence in program delivery. This will allow students to enter both programs (in-school and online) without interruption at the four quarters of the year. Teachers will be planning for 10 weeks. Parents will be given the option of re-entering the school or moving to online learning 4 times during the year. The dates for the quarters are:

- ✓ September 3 – November 9
- ✓ November 10 – January 29
- ✓ February 1 – April 20
- ✓ April 21 – June 25

Students who learn online will be part of an online learning group with an assigned teacher. This learning format will include live online teacher instruction, directed activities and assignments that students will complete independently. **Students choosing this option will remain students at St. Augustine School.** However, their online teacher may not be a staff member at this school. As well, students in an online learning group may be with learners from more than one Division school.

Online instruction will cover all the required areas of the provincial curriculum. Teaching will focus on the core subject areas. Order and pacing of curriculum will be consistent for all grades through Edmonton Catholic Schools to ensure there are no gaps in learning for in-person classes and online learning.

## IN-SCHOOL PROCEDURES AND OPERATIONS

### STAGGERED ENTRY

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At St. Augustine School, we want to support our students in transitioning to school life by gradually reintroducing them back over September 2<sup>nd</sup> and 3<sup>rd</sup>, with approximately half of students attending each day. This allows the school to have smaller groups to walk students through various new safety protocols including school entry and exiting, traffic flow, accessing washrooms, riding the bus, and others.

- ✓ **Students with the Last Name from A-M** will attend school am only (8:35 to 12:05 pm) on Wednesday, September 2<sup>nd</sup>
- ✓ **Students with the Last Name from N-Z** will attend school am only (8:35 to 12:05 pm) on Thursday, September 3<sup>rd</sup>
- ✓ **Bussing:** students who take the bus on September 2<sup>nd</sup> will need to be picked up at the school at dismissal at 12:05 pm.
- ✓ Kindergarten students will attend the staggered entry schedule communicated through the kindergarten teacher.
- ✓ **There will be NO school for students on Friday, September 4<sup>th</sup>.**
- ✓ All Kindergarten – Grade 6 students will attend regular classes as of Tuesday, September 8.

## COHORTS

Cohorts refer to a group of students and staff who remain together – each homeroom class will be considered a cohort. This will help decrease the number of close contacts within the school environment. In classrooms and on busses, students will be asked to adhere to seating plans. To minimize traffic at entrances and in the hallways, we have devised 3 cohorts around staggered recess and lunch breaks.

	Cohort A	Cohort B	Cohort C
Classes	1A	1B	2
	3	3/4	5B
	4	5A	6
Start Time	8:35	8:35	8:35
Morning Recess	9:58 - 10:13	10:13 - 10:28	10:28 - 10:43
Lunch	11:20 - 11:40	11:40 - 12:00	12:00 - 12:20
Lunch Recess	11:40 - 12:00	12:00 - 12:20	12:20 - 12:40
Dismissal	3:04	3:00	3:08

## ARRIVING AT SCHOOL

All students will have an assigned door to use every time they enter and exit their school. (See map). When students arrive at school, they will:

- ✓ wear their reusable mask
- ✓ go to the area outside their assigned door
- ✓ line up when it is time to enter the school, following physical distancing guidelines (there will be markings on concrete and grass surfaces to assist with this)
- ✓ wait for staff to bring them into the school

School staff will be outside to remind students of these requirements and to help students line up keeping an appropriate distance from each other.

It is important that all children arrive to school before the bell as they will be escorted into the school by their teacher in a safe manner – minimizing traffic in the hallways and ensuring that only one group uses the doors at a time. To minimize gatherings, students are asked to arrive no earlier than 8:20 am.

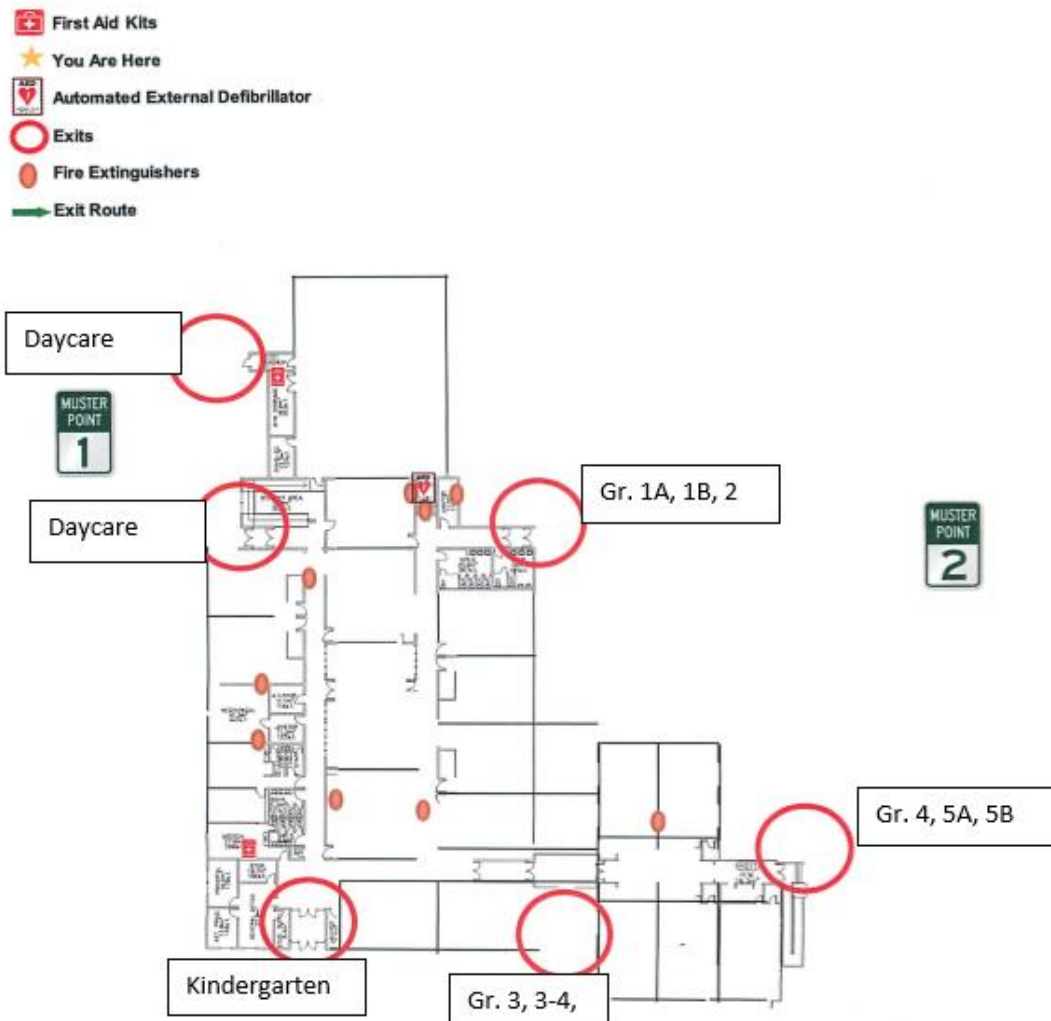
**\*\*Adults bringing students to school will be asked to remain outside the school, and**

to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office and enter from the front door. Individuals without an appointment will not be able to enter the school.

## DISMISSAL

Dismissal times are staggered to allow for physical distancing at exits. Parents, please note your child's dismissal time and make a plan with your child on where to meet for pick up. Parents waiting for their children to be dismissed are asked to wait outside the school, practicing social distancing, and to park only in designated areas.

### Emergency Response Map: (Must be posted in every occupied room)



## **PARKING**

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Parking is permitted in the Duggan Community League parking lot. This is for quick pick up and drop off only. This area is not supervised. Please be cautious of others. Also, please be aware of our bus zone at the front of the school (parking is prohibited).

## **MASKS**

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The present guidance from the Chief Medical Officer indicates that staff and students in Grades 4 - 12 will be mandated to wear masks. Although not mandated for K - 3, the use of masks is strongly recommended to help reduce the potential for transmission and exposure. All staff will be provided with 4 re-usable face masks and a face shield for their use. Alberta Education will be providing two reusable masks for each student. Masks are particularly recommended in circumstances where there is prolonged close contact (greater than 15 minutes) and distance of two meters cannot be maintained.

- ✓ Please make sure to have your child arrive at school on their first day  
WEARING A MASK.
- ✓ Please provide a container or Ziploc bag to store their mask when not in use

## **PHYSICAL DISTANCING**

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All members of the school community are encouraged to physically distance as much as is practicable. Schools will put measures in place to promote physical distancing, which include:

- ✓ Signage and directional arrows to control the flow of foot traffic
- ✓ Capacity limits for washrooms
- ✓ Staggered times for movement through the hallways
- ✓ Staggered start and/or end times for lunch and recess breaks
- ✓ Assigned entrance and exit doors
- ✓ Removing or rearranging seating in common areas
- ✓ Limiting access to common areas

In classrooms, maintaining physical distancing of 2 meters may not be possible. In this case, the provincial re-entry plan suggests that student seating be arranged so they are not facing one another, to mitigate the risk should a student sneeze or cough. Classrooms will be arranged to promote physical distancing as much as possible.

## **HAND HYGIENE**

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Anyone who enters the school will be required to practice hand hygiene. Proper hand hygiene will help mitigate any virus transmission. Soap and water for 20 seconds are the preferred method for cleaning hands. Students will be provided alcohol-based hand sanitizer upon entering the building. Hand Sanitizer stations will be in place at each entrance to the school. Each classroom will have hand sanitizer on hand. Staff and students will practice hand hygiene:

- ✓ Before leaving home, on arrival at school, and before leaving school
- ✓ After using the washroom
- ✓ Before and after any transitions within the school setting
- ✓ indoor-outdoor transitions, etc.)
- ✓ After sneezing or coughing
- ✓ Before and after breaks and sporting activities

- ✓ Before and after using playground equipment
- ✓ Before and after eating any food, including snacks
- ✓ Before touching face (nose, hands, or mouth)
- ✓ Whenever hands are visibly dirty
- ✓ Regularly throughout the day

In classrooms where a sink is not available, alcohol-based hand sanitizer may be used.

## **WASHROOMS**

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Each homeroom will have an assigned washroom. Maximum capacity of the washroom is 2. Students will use tags to show washroom occupancy. Staff will review washroom procedures and review hand sanitization protocols.

## **FOOD IN SCHOOL**

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Students will need to bring a lunch daily. No food deliveries will be permitted, whether for lunch or for classroom treats. These measures are to ensure that every effort is made to reduce the risk of exposure from outside sources. Please ensure utensils are included as needed in your child's lunch as no utensils will be provided at school.

## **WATER BOTTLES**

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Students are encouraged to bring water bottles from home, filled to start the day, and may subsequently fill those bottles throughout the day as needed. Water fountains will be operational but are to be used **ONLY FOR FILLING WATER BOTTLES**. Our Division will be installing 2 Water Fill stations at St. Augustine by the end of January.

## **SUPPLIES**

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Please keep all school supplies at home until you receive an email from your child's teacher indicating what to bring. Students will be bringing only what they need to start the year. Your child's teacher will be in contact with you regarding school supplies needed for the Fall, and throughout the year.

Large bags will be provided by the school for coats and outer wear. Toys and personal items will not be permitted.

## **HOMEWORK AND ACTIVITIES**

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Teachers will maintain a Google Classroom. Homework and activities will be posted in the students google classroom. This will reduce how much materials will flow between home and school.

## **MUSIC PROGRAM**

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Music instruction will take place in the Music Room. The risers have been removed and students will sit in chairs. The program will focus on music appreciation and theory. Music kits will be

created for each student to support learning. Hand sanitization procedures will occur as well as physical distancing to and from the music classroom.

## **ART PROGRAM**

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Each classroom will have their own art supplies. There will be no shared supplies.

## **PHYSICAL EDUCATION PROGRAM**

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Physical Education will move outdoors weather permitting. Equipment will be assigned at intervals and sanitized before it moves to the next student.

## **LEARNING COMMONS/LIBRARY**

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Libraries and Learning Commons are integral to student learning and school culture. Staff will be developing routines for the safe distribution of library and classroom reading beginning in October.

## **COMMON AREAS**

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We will have measures in place to promote physical distancing throughout the school and in common areas, such as limiting the number of students allowed in the area at a particular time. Signage such as posters and floor decals will be in place to remind students and staff to keep a safe social distance.

## **ASSEMBLIES AND CELEBRATIONS**

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Assemblies and celebrations will take place virtually or remain within classrooms to adhere to appropriate physical distancing requirements. In the case of classroom celebrations, visitors will not be permitted at this time.

## **FIELDTRIPS**

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Field trips will not be permitted at this time. Classes may take part in a community walk or walk to a local park (not playground). In this case, a field trip form will be sent out to parents.

## **PLAYGROUND**

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The playground will be off limits before and after school. During the day, students will be provided access to the school yard and playground equipment in a manner that supports cohort integrity and the maintenance of physical distancing via staggered recesses, zones of play, and schedules for equipment access.

Students will be expected to wash their hands using proper hand hygiene both before and after using playground equipment.

## TECHNOLOGY USE

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Instruction will be organized to minimize sharing of devices such as Chromebooks and iPads. That means technology will be assigned to specific cohorts (homerooms) at certain times, or to individual students for extended periods of time. Devices will be disinfected between use according to Division COVID-19 cleaning guidelines.

Students may be encouraged to bring their own devices to school. Cell phones will not be permitted as a usable device at school. Students who bring their own device will be responsible for taking it home to charge every night.

Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the Chromebook purchase program. Please contact the school office for more details.

## TRANSPORTATION

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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 having COVID-19. Students who live in the same household will be seated together. Procedures for student loading, unloading, and transfers that support physical distancing when possible include:

- ✓ Students wearing a mask on the bus
- ✓ children/students loading from the back seats to the front of the bus.
- ✓ where feasible, limiting the number of students per bench
- ✓ 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, the driver will contact the school to make the appropriate arrangements to pick up the child/student.

There will be an increased frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, and GPS prior to each run.

Families are encouraged to make alternate arrangements for transportation should they not feel comfortable with their children on yellow busses or transit.

# HEALTH AND SAFETY PROCEDURES

## HEALTH SCREENING

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Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Staff will also assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. They should use the [health assessment checklist](#) to assess themselves daily prior to entering the school/site.



Any person who selects “yes” on any of the screening questions will not be permitted to enter the school, pending further testing for COVID-19. Signs have been posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

## **ILLNESS WHILE ON SITE**

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Should a student exhibit signs of illness at school, they will be moved to a designated private area within the school/site. Parents/caregivers will be notified and advised to pick up their child immediately. Please ensure that student emergency contact information is up-to date.

Staff supervising symptomatic students will:

- ✓ keep all other staff and students out of the designated quarantine area
- ✓ provide the student with a face mask, provided that the student can wear it safely
- ✓ wear recommended PPE
- ✓ use strict hand-washing techniques
- ✓ maintain physical distancing.

## **CLEANING**

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A COVID-19 cleaning standard for all Division schools has been developed that aligns with provincial directives around cleaning and disinfecting. These increased measures include:

- ✓ purchasing provincially recommended COVID-19 cleaning supplies
- ✓ additional training for custodial staff
- ✓ removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- ✓ frequently cleaning high-touch surfaces such as water fountains or door handles
- ✓ more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas and classrooms

Our Division is procuring all COVID-19 cleaning and safety items on behalf of all our schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19. It also ensures that all schools have equitable access to these supplies.

## **VISITORS TO SCHOOLS**

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All ECSD staff, including staff from multidisciplinary teams and Facilities, will have access to school sites. Additional visitors directly related to the immediate educational programming of students (i.e. student teachers, psychologists, etc) will be permitted, following ECSD safety protocols.

Artists-in-residence or other guest speakers are not permitted. Visitors MUST wear a mask and maintain physical distancing. All visitors must practice hand hygiene upon entry to the school site.

Parents are key partners in their child’s education. We ask that parents make phone or online appointments with school staff rather than in person visits to the school. If an in-person meeting

is required, parents/guardians must BOOK AN APPOINTMENT with the school office. Individuals without an appointment will not be able to enter the school.

As a Catholic school community, scheduled visits from the Parish team (priest, youth workers) will continue to be welcomed into the school, following standard safety protocols.

Volunteers are not allowed in the school at this time.

## COVID VISITOR LOG

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When a parent or visitor enters the school with an established appointment, they should be asked to use the [self-screening tool](#) before entering. If a visitor or parent answers YES to any of the questions, they should not be permitted to enter the school.

Upon entry, the parent or visitor must wear a mask, hand-sanitize and then report directly to the general office to check in and sign the visitor log. From there, they will be directed to the person with whom they are meeting. A record (sign in) of all visitors who remain within the school for more than 15 minutes must be kept, and which must include the first and last name of the visitor, the person with whom they are meeting, and the time of arrival and departure.

