



**CALGARY  
GIRLS  
CHARTER  
SCHOOL**

# **Re-Entry Plan**

## **Fall 2020**

**Implementation of the re-entry plan is *subject to change* based upon new information and direction from the Chief Medical Officer of Health and Alberta Education. It is developed using the most recent available information related to the COVID-19 pandemic.**

## Preface

At the Calgary Girls Charter School, we are committed to providing a safe, healthy and rich learning environment for all students and staff; in the re-entry plan for fall 2020 student and staff safety is paramount.

The government re-entry plan asked all jurisdictions to consider three scenarios that could exist when the 2020-2021 school year begins in September. The government direction provided on July 21 indicated that we will be re-entering in Scenario 1, with near normal circumstances and additional health measures. However, the pandemic remains unpredictable; **therefore, this plan remains fluid and flexible, contingent upon government direction and mandated public health measures.** Although we are entering in Scenario 1, we are prepared to pivot to either Scenario 2 or Scenario 3, should we be directed to do so.

The Minister of Education has asked all school jurisdictions to consider and be prepared for any of these three different scenarios for fall 2020:

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)

## Scenario Summary

Scenario 1	Scenario 2	Scenario 3
In-school classes resume (near normal operations with health measures)	In-school classes partially resume (with health measures)	At-home learning continues (in-school classes are cancelled)
Normal Operations and schedule <ul style="list-style-type: none"><li>• staggered entry, exit and lunch times may be considered to elevate social distancing</li></ul>	Blended in-person and distance learning models may be considered <ul style="list-style-type: none"><li>• Alternating student attendance schedules<ul style="list-style-type: none"><li>○ Daily</li><li>○ Weekly</li></ul></li></ul>	Similar to the at-home learning that has been in place since March <ul style="list-style-type: none"><li>• elevated expectations and time as per Alberta Education parameters</li></ul>

As stated in the [Alberta Government Re-Entry document](#), *“The global COVID-19 pandemic is an evolving and unprecedented situation that presents society and the education system with many challenges. Continuing children and student learning in fall 2020 will require everyone in the ECS-12 education system to be nimble in contributing to the success of our children and students.”*

We very much look forward to safely returning to in-school classes, and learning and working together for the upcoming school year.

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## GUIDING PRINCIPLES of the RE-ENTRY PLAN

1. Focus on the health, wellness and safety of students and staff through regular connection and support.
2. Align with Alberta Education and Alberta Health Services mandates and guidelines.
3. Provide stable learning schedules with focus on curriculum and social emotional needs of our students.
4. Provide learning approaches and supports that best meet students' learning needs.
5. Communicate with stakeholders and partners to ensure responsiveness to safety, learning and teaching needs.
6. Utilize tools, technologies and resources to effectively support learning and teaching.
7. Strive to be flexible and adaptable to best meet the needs of our students, families and staff.
8. Collaborate with educational partners and stakeholders to support student and staff safety and learning.

### RETURNING TO SCHOOL

<b>First Week of School</b>	<ul style="list-style-type: none"> <li>● Student entry to the school will be staggered at start-up               <ul style="list-style-type: none"> <li>○ August 31 - September 2 - Small cohorts in each class will be designated to attend to allow for small group instruction with respect to new protocols and procedures                   <ul style="list-style-type: none"> <li>■ More details to be provided pre-entry</li> </ul> </li> </ul> </li> <li>● September 3 - all students attend</li> </ul>
<b>New Student Orientation</b>	<ul style="list-style-type: none"> <li>● Grade 4 student orientation will be designed separately to encompass parent and student information               <ul style="list-style-type: none"> <li>○ More details will be forthcoming closer to re-entry</li> </ul> </li> <li>● All other students new to CGCS will be invited to attend a new student orientation on August 27, 2020               <ul style="list-style-type: none"> <li>○ More details will be provided closer to the re-entry</li> </ul> </li> </ul>

### Detailed School Operations

#### HEALTH & SAFETY CONSIDERATIONS

<b>Hygiene and Illness</b>	<ul style="list-style-type: none"> <li>● Daily screening and self-assessment for students and staff</li> <li>● Authorized non-staff personnel must self-screen for symptoms before each entry</li> <li>● New 'normal' protocols for health and hygiene practices will be taught to all students               <ul style="list-style-type: none"> <li>○ Handwashing or sanitizing</li> <li>○ Respiratory practices</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Physical distancing, where possible</li> <li>● Hand sanitizing stations are provided at entrances to and throughout both campuses</li> <li>● Signage/posters for all health and hygiene practices will be posted throughout the school</li> <li>● A strict stay at home policy remains for any students or staff exhibiting symptoms of COVID19</li> <li>● Student or staff isolation if one becomes ill during the school day</li> </ul>
<b>Physical Distancing and Grouping</b>	<ul style="list-style-type: none"> <li>● Controls will be put in place to promote physical distancing <ul style="list-style-type: none"> <li>○ Large assemblies will be avoided or offered virtually</li> <li>○ Foot traffic flow in schools will be guided with floor markings and/or stanchions</li> <li>○ Classroom configurations will maximize physical distancing, including strategic placement of desks, incorporation of physical barriers and minimization of face to face interaction <ul style="list-style-type: none"> <li>■ Removal and storage of couches, extra shelving and carpets</li> </ul> </li> <li>○ Staggered entry times to allow for distancing between groups</li> <li>○ Designated entrances and exits for grade groups to promote minimal movement through the school</li> <li>○ Where 2 metres of physical distancing is not possible, extra emphasis on hygiene practices and masking will be put in place</li> </ul> </li> </ul>
<b>Entry to School</b>	<ul style="list-style-type: none"> <li>● Entrances and bottleneck areas will be supervised</li> <li>● Separate entrances will be designated by grade group to reduce bottlenecks and encourage distancing</li> <li>● Students will head straight to their classroom upon arrival</li> <li>● Use of communal gathering areas will be minimized or prohibited</li> <li>● Physical contact and greetings such as handshakes or hugs are not allowed at this time</li> </ul>
<b>Cleaning and Sanitizing</b>	<ul style="list-style-type: none"> <li>● Deep clean of school prior to re-entry</li> <li>● Increased frequency of cleaning and disinfection of high-touch areas and equipment inside and outside classrooms</li> <li>● Additional caretaking staff throughout the day</li> <li>● Additional regular deep cleaning</li> <li>● Additional placement of hand sanitizer in entrances as well as classrooms</li> </ul>
<b>Shared Items</b>	<ul style="list-style-type: none"> <li>● <i>No-sharing personal items</i> will be enforced - all students are to have their own supplies, which will be provided by the school at the beginning of the school year.</li> </ul>

	<ul style="list-style-type: none"> <li>● Where sharing of school equipment is required, the equipment will be sanitized between uses.</li> </ul>
<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li>● Provision of PPE for staff for instruction and to enhance health and safety protocols will be required</li> <li>● Masks are mandated for students and staff in common spaces and hallways.</li> <li>● Masks will be required in circumstances where there is prolonged close contact (greater than 15 minutes) and distance of two metres cannot be maintained. <ul style="list-style-type: none"> <li>○ The school will provide two reusable masks to each student and staff member.</li> </ul> </li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>● Volunteers and guest presenters are not permitted until further notice</li> <li>● Authorized visitors include parents, delivery personnel, CGCS staff, contractors, CPS, and AHS staff.</li> <li>● Limited access to non-essential student or staff guests</li> <li>● Screening and sign in protocols will be implemented <ul style="list-style-type: none"> <li>○ Prior to a visitor entering the school, they will use the posted self-screening tool, which will be posted on the exterior school door.</li> <li>○ All visitors MUST REPORT DIRECTLY to the office upon arrival</li> </ul> </li> <li>● Visitors who are ill will not be admitted to the school</li> <li>● Visitor records will be maintained</li> <li>● Parents requiring to come to the school are to pre-arrange with the teacher and/or office <ul style="list-style-type: none"> <li>○ Drop in visits are difficult to accommodate at this time.</li> <li>○ Parents are encouraged to call or email the school rather than visit in-person, if at all possible</li> </ul> </li> </ul>
<b>Lunch and Food Services</b>	<ul style="list-style-type: none"> <li>● Lunch groups will be cohorted and staggered for eating and recess breaks.</li> <li>● No activities that involve the sharing of food between students or staff may occur.</li> <li>● Before and after eating lunch, students will be required to wipe their desktops and wash their hands.</li> <li>● At this time, no microwaves or kettles will be accessible to students.</li> <li>● Given that no volunteers will be permitted into the building, general hot lunch or fund-raising food/lunch programs (ie. Healthy Hunger/Fun Lunch) are not permitted at this time. This will be revisited throughout the year.</li> </ul>

<b>LEARNING CONSIDERATIONS</b>	
<b>Instruction and Cohorting</b>	<ul style="list-style-type: none"> <li>● Students will be organized in homeroom cohorts</li> <li>● Student cohorts will remain in the same space throughout the day, with teachers coming to students where possible.</li> <li>● Assigned seating for all students within classes</li> <li>● Fixed timetable adjustments will be made to accommodate physical distancing and/or to minimize student movement</li> <li>● Student schedules in grades seven through nine have been redesigned to allow for cohorting while providing exposure to multiple complementary courses. <ul style="list-style-type: none"> <li>○ This will be revisited quarterly through the school year.</li> </ul> </li> <li>● Timetable adjustments may be made to incorporate and provide key curriculum review from the 2019-2020 year</li> </ul>
<b>Learning Support and Services</b>	<ul style="list-style-type: none"> <li>● At CGCS we believe in-school learning is important and most effective. In circumstances where students are unable to attend in person for short or long periods of time, CGCS will design learning to provide accommodations and fluidity in programming to support at-home learning. At-home learning will require varying degrees of parental support, depending on student grade level. It will not be the same as in school learning.</li> <li>● We will continue to use Google Classroom with dedicated teacher support to provide smooth transitions and consistency between in-school and at-home learning.</li> <li>● Consistent with what happens during non-pandemic times, resources and key assignments will be accessible for the student to work on while at home. Should a student be learning from home for extended periods of time, significant commitment and support from parents will be required as assessment and formal reporting on curricular outcomes will occur. <ul style="list-style-type: none"> <li>○ Learning at home will provide access to online learning resources with timelines and will require a significant commitment from students and parents.</li> <li>○ Opportunities and supports will be provided through in-person learning which cannot be duplicated when learning at home.</li> </ul> </li> <li>● Educational assistants, specialists, administration, and Child Development Advisor are available to support students. <ul style="list-style-type: none"> <li>○ Learners' academic needs will be primarily managed by the classroom teachers.</li> </ul> </li> </ul>
<b>Off-Campus Excursions</b>	<ul style="list-style-type: none"> <li>● Excursions requiring group transportation will not be scheduled, as per AHS guidelines.</li> <li>● All field-trips beyond walking distance are on hold at this time.</li> </ul>
<b>Lunch Clubs and</b>	<ul style="list-style-type: none"> <li>● All extra-curricular activities and lunch clubs are suspended until</li> </ul>

<b>Extracurricular activities</b>	<p>further notice.</p> <ul style="list-style-type: none"> <li>○ This will be revisited through the year.</li> </ul>
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<b>HEALTH MEASURES &amp; RESPONDING TO ILLNESS</b>	
<p>The school will work closely with the Zone Medical Officer of Health to ensure safety and security of all students and staff. Direction from the Zone Medical Officer of Health will prevail in the case of a positive COVID-19 case. Health and safety of all students and staff remains paramount.</p>	
<b>Daily Self-Screening Practices</b>	<ul style="list-style-type: none"> <li>● Parents/ guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the Daily Health Check (Appendix A) before sending the child to school.</li> </ul>
<b>Illness While at School</b>	<ul style="list-style-type: none"> <li>● Students exhibiting signs of illness will be moved to the infirmary. Parents/guardians will be notified and advised to pick up their child within one hour of notification.</li> <li>● If the parent is unable to pick up their child, they must designate an emergency contact for student pick up.</li> <li>● It is the expectation that students are picked up by a parent or emergency contact.</li> <li>● Within the Alberta Government's pandemic response, this is a responsibility to which all families must adhere.</li> </ul>
<b>Testing and Demonstrating Clearance to Return</b>	<ul style="list-style-type: none"> <li>● In order for school re-entry to be successful, all students, families and staff must work together to minimize risks.</li> <li>● One of the critical strategies is testing in order to determine if self-isolation needs to continue.</li> <li>● Should anyone answer 'Yes' to any of the daily health check questions, they are prohibited from entering the school. The student must stay at home.</li> <li>● The COVID-19 Self-Assessment Tool is to be used to determine whether your child needs to be tested for COVID-19.</li> <li>● If they are tested and cleared, please bring evidence of the negative test to the school. <ul style="list-style-type: none"> <li>○ The school will not keep a copy of the results but will know that it is safe for the student to return.</li> </ul> </li> </ul>
<b>Confirmed Cases of COVID-19</b>	<ul style="list-style-type: none"> <li>● If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with parents/guardians and students.</li> <li>● AHS may request the school close in-person classes to allow a public health investigation.</li> </ul>

	<ul style="list-style-type: none"> <li>● The decision to send a cohort/class home or to close the school will be made by the local Medical Officer of Health. <ul style="list-style-type: none"> <li>○ If this were to occur, the school will support students and staff to learn or work at home if they are required to self-isolate.</li> </ul> </li> </ul>
<b>Students with Pre-Existing Conditions</b>	<ul style="list-style-type: none"> <li>● Individuals who have allergies or ongoing health issues who are exhibiting COVID-like symptoms should be tested at least once according to the Alberta Health Services Guidance. <ul style="list-style-type: none"> <li>○ This will establish a baseline for the individual.</li> </ul> </li> <li>● If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared.</li> </ul>

<b>TRANSPORTATION CONSIDERATIONS</b>	
<b>Bussing</b>	<ul style="list-style-type: none"> <li>● <b><i>More information pertaining to transportation will be provided closer to the start date</i></b></li> <li>● Neither students nor parents are to be in the pick-up or drop-off area if they have symptoms of COVID-19</li> <li>● Seating plans will be provided to minimize student movement once on the bus</li> <li>● Strategic loading and unloading of buses to minimize movement will be implemented. Siblings will be seated together.</li> <li>● Elevated safety protocols will be used where physical distancing of 2 metres is not possible <ul style="list-style-type: none"> <li>○ Masks are required on buses.</li> </ul> </li> <li>● Students and parents are required to physically distance while awaiting the bus.</li> <li>● Should a student become ill while in transit, the student will be isolated in a reserved seat and immediately brought to the school infirmary upon arrival at the school; school personnel and parents will be contacted immediately.</li> </ul>
<b>Parent Drop-Off and Pick Up</b>	<ul style="list-style-type: none"> <li>● Parents may choose to transport their students</li> <li>● Screening before sending student into the school is required</li> <li>● Parents may not enter the school at pick up or drop off times</li> <li>● No lingering in the pick up-drop off area is permitted.</li> </ul>

<b>COMMUNICATION</b>	
<b>Weekly Communique</b>	<ul style="list-style-type: none"> <li>● <b>Weekly communique via email commencing August 17, 2020</b></li> <li>● Ongoing communication with specific details for re-entry will be provided</li> </ul>
<b>F.A.Q. Document</b>	<ul style="list-style-type: none"> <li>● Submit questions through this <a href="#">link</a>.</li> <li>● F.A.Q. document will be posted on our website and updated regularly</li> </ul>
<b>Email</b>	<ul style="list-style-type: none"> <li>● A dedicated email has been set to focus on COVID-19 re-entry information <ul style="list-style-type: none"> <li>○ <a href="mailto:COVID19info@calgarygirlsschool.com">COVID19info@calgarygirlsschool.com</a></li> </ul> </li> </ul>

**Final Notes**

We know that we enter this new school year without the comfort and familiarity of years past. We know that we are committed to creating a safe and welcoming learning environment in this new normal. We know that we will be working together to achieve the best outcomes for all members of the Calgary Girls Charter School community. We know we are eager to be safely learning and working together again and we thank you for your ongoing support as we work through this together.

**Calgary Girls Charter School**

Administrative Team

- Ms. Dani Sever, Principal
- Ms. Jenelee Jones, Vice Principal
- Ms. Marlene Vazquez, Vice Principal
- Ms. Pam Davidson, Superintendent

On behalf of the Board of Directors

- Ms. Margo Purcell, Board Chair

**COVID-19 INFORMATION**

# **GUIDANCE FOR SCHOOL RE-ENTRY**

**In-school classes resume (near normal with health measures)**

## **Appendix A**

### **Screening Questionnaire**

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

**Risk Assessment: Initial Screening Questions**

1.	Do you, or your child attending the program, have any of the below symptoms:	<b>CIRCLE ONE</b>	
	• Fever	<b>YES</b>	<b>NO</b>
	• Cough	<b>YES</b>	<b>NO</b>
	• Shortness of Breath / Difficulty Breathing	<b>YES</b>	<b>NO</b>
	• Sore throat	<b>YES</b>	<b>NO</b>
	• Chills	<b>YES</b>	<b>NO</b>
	• Painful swallowing	<b>YES</b>	<b>NO</b>
	• Runny Nose / Nasal Congestion	<b>YES</b>	<b>NO</b>
	• Feeling unwell / Fatigued	<b>YES</b>	<b>NO</b>
	• Nausea / Vomiting / Diarrhea	<b>YES</b>	<b>NO</b>
	• Unexplained loss of appetite	<b>YES</b>	<b>NO</b>
	• Loss of sense of taste or smell	<b>YES</b>	<b>NO</b>
	• Muscle/ Joint aches	<b>YES</b>	<b>NO</b>
	• Headache	<b>YES</b>	<b>NO</b>
	• Conjunctivitis (Pink Eye)	<b>YES</b>	<b>NO</b>
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	<b>YES</b>	<b>NO</b>
3.	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	<b>YES</b>	<b>NO</b>
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	<b>YES</b>	<b>NO</b>

\* “unprotected” means close contact without appropriate personal protective equipment (PPE).

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.