

EIPS COVID-19 Guidelines

A RESOURCE FOR STUDENTS, STAFF AND FAMILIES

NOTE: Information contained within this document is subject to change as additional information about COVID-19 becomes available. New directives and restrictions from the province or the Chief Medical Officer of Health may also shift how EIPS conducts its operations before students return or at any time during the school year. As the situation evolves, EIPS will update and adjust the guidelines, as necessary, according to the status of COVID-19.

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EIPS COVID-19 GUIDELINES

A RESOURCE FOR STUDENTS, STAFF AND FAMILIES

For the 2020-21 school year, the Government of Alberta expects every student to continue to learn. To facilitate learning, Alberta Education released a comprehensive re-entry plan, which features three possible school re-entry scenarios for September 2020. As of August 2020, the province is moving forward with Scenario 1, which is a complete return to school with health and safety measures to reduce the risk of COVID-19 transmission.

Using Scenario 1, EIPS has established its own COVID-19 guidelines document. Developed by a committee of school principals, directors, staff and senior administration—in consultation with Alberta Education, Alberta Health Services, Alberta Teachers' Association and Elk Island Public Schools (EIPS) families—the guidelines detail how schools are operating and expectations throughout the COVID-19 pandemic. Key highlights:

- mandatory use of masks for all staff and students in kindergarten to Grade 12;
- enhanced cleaning and hygiene protocols;
- daily screening requirements;
- strict stay-at-home guidelines for individuals who feel unwell or have symptoms related to COVID-19;
- enforced public-health measures; and
- cohort and physical distancing strategies.

If at any time, the province transitions to Scenario 2—a partial return to in-school classes—the plan remains the same using an alternating, Day-1 and Day-2, schedule (see pg. 3, “Scenario 2”). For families not ready to send their child to school—because of pre-existing health issues or in the absence of a COVID-19 vaccine—EIPS also offers an out-of-school learning option (see pg. 26, “Out-of-School Learning”). Both the in-school and out-of-school learning options allow students to stay connected to their school throughout their learning.

Overall, the *EIPS COVID-19 Guidelines* ensures the schools run smoothly, and operations take place in the safest way possible. It's essential families and students understand and adhere to the guidelines, so the risk of transmission is low, and students continue learning in a safe classroom setting. Through a combined effort, everyone within EIPS is safer, healthier and better prepared for success throughout the pandemic.

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POSSIBLE SCENARIOS: FOR THE 2020-21 SCHOOL YEAR

In June, the province released its [2020-21 School Re-Entry Plan](#), detailing three possible scenarios for school resumption. As of August 2020, Alberta Education is moving forward with Scenario 1, which is a complete return to school with health and safety measures to reduce the risk of COVID-19. Throughout the pandemic, the province may need to transition from one scenario to another, on short notice. As such, school divisions must be prepared for all three scenarios at any given time.

SCENARIO 1: IN-SCHOOL CLASSES RESUME, WITH ADDED HEALTH MEASURES

- Regular in-school classes resume for K-12 students.
- Four-semester system for grades 7-12 and 10-12 schools.
- School divisions must follow public-health measures.
- Physically distance when possible.
- Mandatory mask use for staff and students in kindergarten to Grade 12.
- Continue assessment of children and students.
- Focus on cohorting students as often as possible (see pg. 15, “Cohorts”).

SCENARIO 2: IN-SCHOOL CLASSES PARTIALLY RESUME, WITH HEALTH MEASURES

- In-school classes resume for K-12 students on an alternating, Day-1 and Day-2, schedule to reduce class sizes.
- Four-semester system for grades 7-12 and 10-12 schools.
- School divisions must follow public-health measures.
- Physically distancing required.
- Mandatory mask use for staff and students in kindergarten to 12.
- Continue assessment of children and students.
- Focus on cohorting students as often as possible.

SCENARIO 3: AT-HOME LEARNING CONTINUES—IN-SCHOOL CLASSES SUSPENDED

- In-school classes suspended.
- All school divisions offer out-of-school learning opportunities.
- *ECS to Grade 3*: Focus on language and mathematics, with health curriculum incorporated—averaging five hours of work per week.
- *Grades 4-6*: Focus on language arts and mathematics with science, social studies and wellness curriculum—averaging six to eight hours of work per week.
- *Grades 7-9*: Focus on language arts, mathematics, science, social studies and wellness, with an emphasis on physical and mental health—averaging 12 to 16 hours of work per week.
- *Grades 10-12*: Focus on course requirements for high school graduation—language arts, social studies, mathematics and science. Five-credit courses average 12 hours of work per week. Three-credit courses average six hours of work per week. Students on track to receive 100 or more credits are eligible to graduate and receive a high school diploma. The Principal can award up to 15 unassigned credits to Grade 12 students.
- School divisions must follow public-health measures.
- Continue assessment of children and students.
- Students must actively engage in learning and pursue their education.

MINIMIZING RISK

Ensuring Academic Success

The *EIPS COVID-19 Guidelines*, developed by a committee of EIPS principals, directors and senior administration, is the result of ongoing consultations with Alberta Education, Alberta Health Services, the Chief Medical Officer of Health, Alberta Teachers' Association, and EIPS families and staff. The document includes various measures—public-health, hygiene and provincial guidelines—to ensure students continue to learn in a safe classroom setting that supports the physical, social and emotional well-being of students. Throughout the pandemic, EIPS continues to work with all five groups and will adjust measures as needed to minimize the spread of COVID-19.

Even with all the measures in place, it's possible the resumption of school will lead to an increase in the number of COVID-19 cases within the region—there is no one public-health measure to stop the transmission of the virus. However, an outbreak is less likely to occur the more public-health measures in place. For that reason, it's imperative to have complete co-operation—from staff, students, families, partners and community members—to mitigate the impact of COVID-19.

Voluntary School Attendance

The return to school is voluntary and based on parent choice. For families who choose not to send their child back to school, EIPS offers an out-of-school learning option—in place for as long as health circumstances require an adapted delivery of education. The out-of-school learning option focuses only on core subjects and is more self-directed than the alternative-learning model, used in the 2019-20 school year (see pg. 26, “Out-of-School Learning”).

Health and Safety

GUIDING PRINCIPLES

All EIPS schools and departments are guided by the following health and safety principles:

- Every student, staff and visitor completes the daily [COVID-19 Screening Questionnaire](#) before entering an EIPS building (see pg. 9, “Daily Screening”).
- No one is permitted inside an EIPS-operated building or bus if they have symptoms consistent with COVID-19—unrelated to a pre-existing condition.
- Within all EIPS-operated buildings and buses, contact-tracing reporting occurs.
- Hand sanitizer provided by EIPS, in multiple locations, in all Division buildings and buses.
- Enforce physical distancing, cohorting and the use of personal protective equipment.
- Strict protocols to reduce congestion in high-traffic areas—hallways, cafeterias, offices.
- Prohibit large-group gatherings—assemblies, field trips, tournaments, performances.
- Avoid shared-use items, supplies and equipment.
- Strict protocols about food handling and food sharing.
- Provide all EIPS staff access to mental health supports for students and families.
- More frequent cleaning and disinfecting of all EIPS facilities and high-touch surfaces.
- Mandatory use of masks—applicable to all staff and students in kindergarten to Grade 12.

HELP PREVENT THE SPREAD OF COVID-19

Take steps to protect yourself and others:

- Practice [physical distancing](#) and wear a non-medical face mask in public.
- Practice good hygiene and respiratory etiquette.
- Avoid carpooling with people outside your household and overcrowded spaces.
- Monitor for symptoms related to [COVID-19](#).
- Self-isolate if you have a fever, cough, shortness of breath, or loss of smell or taste for 10 days—or until you receive a negative COVID-19 test and feel better.
- Self-isolate for 14 days, or as directed by Alberta Health Services, and monitor for symptoms if you are a close contact of a person who tested positive for COVID-19.
- Take the [COVID-19 self-assessment tool](#) to access health-care advice and testing.

[Learn more ways to prevent the spread](#)

USE OF PERSONAL PROTECTIVE EQUIPMENT: MANDATORY USE KINDERGARTEN TO GRADE 12

Globally, governments and medical experts recommend the wearing masks to prevent and slow the spread of COVID-19. The province and regional municipalities also recommend using masks—for anyone who is two years of age or more—when physical distancing isn't possible. Similarly, Alberta Education requires staff and students, grades 4 to 12, wear masks when physical distancing can't be maintained. In fact, the province is supplying the Division with two reusable masks for students and employees, single-use masks, thermometers, sanitizer and face shields.

The goal of EIPS of the guidelines is to ensure everyone's health and safety. Schools are using physical-distancing strategies to mitigate the virus's transmission. However, it can't guarantee physical distancing at all times. Wearing a mask is one way to ensure students and staff are protected and supported. As such, any person who is in an EIPS building or bus must wear a mask, unless exempt. The measure includes staff, visitors and students—K-12—and is mandatory when physical distancing isn't possible, including while in a classroom. Individuals can use their personal cloth face mask, provided it fits close to, and covers, the nose and chin, and has at least two layers of fabric. Face coverings not permitted: Neck gators, bandanas, and masks with one-way valves or vents—air is exhaled through the hole and shouldn't be worn to prevent spreading COVID-19 to others. Learn more about [mask-use guidelines](#).

Those without a mask have two options: not enter or wear a single-use mask supplied by EIPS. Individuals who choose not to wear a mask are prohibited from entering until a mask is worn. An out-of-school learning option is available to those who choose not to wear a mask (see pg. 26, "Out-of-School Learning").

WHO IS EXEMPT FROM WEARING A MASK?

Children in pre-kindergarten: They may not understand the reason behind wearing a mask, and have a hard time putting it on, removing it, keeping it on, and not touching it.

Those with underlying medical conditions: A note is required from a medical practitioner indicating the individual's condition inhibits their ability to wear a mask. A face shield is recommended for those who cannot wear a mask.

PHYSICAL HEALTH

Before entering an EIPS building, students, staff and visitors must complete daily screening using one of two questionnaires. Students must complete the [COVID-19 Screening Questionnaire: For students](#). Staff and visitors must complete the [COVID-19 Screening Questionnaire: For persons 18 years and over](#). If the person answers “YES” to any of the questionnaire questions, follow the instructions stated on the screening questionnaire (see pg. 9-10, “Daily Screening”).

Any [individual who becomes symptomatic](#) or during the school day or workday must leave the EIPS building immediately. Students who can't leave right away must go to the school's isolation room and wear a face mask until a family member picks them up. Families must ensure the school has current [emergency contact information](#) on file, and those listed can respond immediately. After leaving, it's recommended the individual completes the online [COVID-19 self-assessment tool](#).

Students with primary symptoms—fever, cough, shortness of breath, or loss of smell or taste—must isolate for at least 10 days, or until receiving a negative COVID-19 test result and symptoms resolve. Students with just *ONE* secondary symptom—chills; sore throat; runny nose; fatigue; nausea; diarrhea; aches; headache; or pink-eye—must stay home and monitor symptoms for 24 hours. If symptoms improve, they can return to school, if their condition worsens, they must stay home from school until symptoms resolve. However, if the student has *TWO* or more secondary symptoms they must stay home until symptoms resolve.

For individuals, 18 years and older, with primary symptoms—fever, cough, shortness of breath, runny nose, or sore throat—the typical time away is 10 days, or until receiving a negative COVID-19 test results and symptoms resolve. For secondary symptoms—chills; painful swallowing; nasal congestion; fatigue; feeling unwell; nausea; diarrhea; loss of smell, taste or appetite; aches; headache; or pink-eye—the person must stay home from school or work until symptoms resolve.

Testing is recommended for anyone who is experiencing primary or more than one secondary symptoms or a close contact of a confirmed COVID-19 case.

Anyone who tests positive for COVID-19 is asked to notify the school or Division to ensure proper cleaning and public-health measures are followed

DOES YOUR CHILD HAVE A PRE-EXISTING MEDICAL CONDITION?

A child showing [COVID-19 symptoms](#) because of a pre-existing medical condition, such as allergies, should test for COVID-19 at least once. The student can attend school if the symptoms stay the same. If symptoms change, or worsen, complete the [COVID-19 self-assessment tool](#) for further advice. Remember to inform the school about the pre-existing medical condition for its records.

CONFIRMED COVID-19 CASES

The Division, in consultation with Alberta Health Services, deals with confirmed cases of COVID-19 confidentially and on a case-by-case basis. Those potentially impacted are contacted, and all affected areas are cleaned and disinfected. Should Alberta Health Services direct EIPS to do so, Division may decide to close the school or implement more stringent cohorting, physical distancing and personal protective equipment strategies. Anyone who tests positive for COVID-19 is asked to notify the EIPS school to ensure proper public-health measures are followed.

CLEANING AND HYGIENE

To ensure the health and safety of all students and staff, enhanced cleaning and hygiene protocols are in place at each EIPS building—all of which follow provincial public-health guidelines. All staff are asked to leave the building no later than 5:30 p.m. to facilitate enhanced cleaning measures.

HYGIENE PROTOCOLS

- occupancy limits for staff rooms, work rooms, meeting rooms and elevators;
- hand-sanitizing stations placed within or near every classroom and building entrances;
- ongoing refilling of soap and hand-sanitizer stations; and
- ongoing reinforcement of hand hygiene and respiratory etiquette.

DESIGNATED HAND-HYGIENE BREAKS

- entering and exiting a school or building
- entering and exiting a classroom
- before and after using a mask
- after using the washroom or tissue
- after coughing or sneezing
- before and after eating
- after a physical education or outdoor play
- after using shared or high-touch surface

PRACTICE GOOD HYGIENE

- wash hands often for at least 20 seconds
- cover coughs and sneezes with the inside of the elbow or tissue
- avoid touching the face
- avoid sharing of items
- use face masks
- keep a safe distance between others
- stay at home if unwell

CLEANING PROTOCOLS

EIPS has in place heightened, routine cleaning protocols as an added measure to protect students and staff.

- increase frequency of cleaning and disinfecting schools;
- increase frequency of day-time cleaning of high-touch areas;
- increase frequency of cleaning and disinfecting washrooms and sink faucets;
- ongoing cleaning and disinfecting of shared-use items;
- ongoing hand-hygiene breaks where students wash hands with soap and water for at least 20 seconds or use hand sanitizer (see pg. 7, “Designated Hand-Hygiene Breaks”);
- removal of items that are difficult to clean; and
- follow all public-health measures.

MENTAL HEALTH AND WELL-BEING

A new virus such as COVID-19 can create anxiety and fear about the present and future. It becomes especially difficult if someone you know is sick or hear troubling messages on the radio, internet or television. Changes in routines and the continued precautions in place to limit the spread of the virus can also give rise to unexpected emotions and exacerbate pre-existing mental health conditions such as anxiety, depression or substance abuse. Therefore, mental health and wellness are critical aspects of the *EIPS COVID-19 Guidelines*.

Key Mental Health and Well-Being Strategies

- Counsellors and school-based support teams continue to reach out to students and families to share mental health resources, information and academic support.
- EIPS staff have the capacity to access external resources and supports such as Family and Community Services and Alberta Health Services for students who require intensive assessment and intervention services.
- EIPS staff continue to take part in professional learning using lessons within the Community Matters Re-Entry ToolKit, which focus on self-care, wellness and supporting students.
- Lesson plans about supporting students include information about caring for those who are ill or isolated, physical distancing and personal protective equipment.

MENTAL HEALTH RESOURCES

EIPS Students: Counsellors and school-based support teams continue to reach out to students and families to share mental health resources and information. For more information visit [EIPS Mental Health Resources for Families](#).

EIPS Staff: EIPS employees can also access a variety of supports, including access to information, resources and professional services. For more information visit [Homewood Health](#), or contact EIPS Central Services at 780-464-3477.

Community Supports: Students, staff and families can also access various community-specific supports:

- [Strathcona County: Mental Health Supports](#)
- [Family and Community Services Contact Line](#)
- [Strathcona County: Staying Active and Healthy](#)
- [Fort Saskatchewan Supports](#)
- [Lamont County Supports](#)
- [Vegreville Supports](#)

Out-of-School and Preschool Programs

Out-of-school and preschool programs are permitted to operate within an EIPS facility provided, they are run entirely by staff as no volunteers are permitted in schools at this time. As well the programs must adhere to Alberta Health Standards for childcare operations and EIPS protocols. EIPS anticipates a full return, starting in September.

After-Hour Rentals

Public access to all EIPS facilities is limited because of various health and safety protocols related to COVID-19. As a result, all after-hour rentals remain suspended until further notice.

DAILY SCREENING

COVID-19 Screening Questionnaire: For students

To ensure schools are safe all students must complete the [COVID-19 Screening Questionnaire](#) before going to school every day. The questionnaire is mandatory pre-kindergarten to Grade 12.

1.	Has the child:		
	Travelled outside Canada in the last 14 days? When entering or returning to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project.	YES	NO
	Had close contact with a case of COVID-19 in the last 14 days? Close contact is face-to-face contact within two metres for 15 minutes or longer, or direct physical contact.	YES	NO
	If the child answered “YES” to any of the above questions: <ul style="list-style-type: none"> The child is required to quarantine for 14 days from the last day of exposure. If the child is part of the COVID-19 International Border Pilot Project, comply with program restrictions. If the child develops symptoms, use the COVID-19 self-assessment tool for health-care advice. If the child answered “NO” to any of the above questions proceed to Question 2		
2.	Does the child have any new onset, or worsening, of the following core symptoms:		
	Fever – temperature of 38 degrees Celsius or higher	YES	NO
	Cough – continuous—more than usual—unrelated to known causes such as asthma	YES	NO
	Shortness of breath – continuous and unable to breathe deeply, unrelated to known causes such as asthma	YES	NO
	Loss of sense of smell or taste – unrelated to known causes such as allergies or neurological disorders	YES	NO
	If the child answered “YES” to any symptom in question 2: <ul style="list-style-type: none"> The child is to isolate for 10 days from onset of symptoms. Use the COVID-19 self-assessment tool or to arrange for testing and additional information about isolation. If the child answered “NO” to all proceed to Question 3:		
3.	Does the child have any new onset, or worsening, of the following other symptoms:		
	Chills – without fever, not related to being outside in cold weather	YES	NO
	Sore throat or painful swallowing – unrelated to known causes such as seasonal allergies or reflux	YES	NO
	Runny nose or congestion – unrelated to known causes such as seasonal allergies or being in cold weather	YES	NO
	Feeling unwell or fatigued – lack of energy unrelated to known causes such as depression or sudden injury	YES	NO
	Nausea, vomiting or diarrhea – unrelated to known causes such as anxiety, or irritable bowel syndrome	YES	NO
	Unexplained loss of appetite – unrelated to known causes such as anxiety or medication	YES	NO
	Muscle or joint aches – unrelated to known causes such as arthritis or injury	YES	NO
	Headache – unrelated to known causes such as tension-type headaches or chronic migraines	YES	NO
	conjunctivitis (pink-eye)	YES	NO
	If the child answered “YES” to ONE symptom in question 3: <ul style="list-style-type: none"> The child must stay home and monitor for symptoms for 24 hours. The child can return to school if symptoms improve after 24 hours—testing isn’t necessary. If symptom don’t improve, or worsens, after 24 hours—or, if additional symptoms emerge—use the COVID-19 assessment tool for further health care advice. If the child answered “YES” to TWO OR MORE symptoms in question 3: <ul style="list-style-type: none"> The child must stay home. Use the COVID-19 self-assessment tool to determine if testing is recommended. The child can return to school once symptoms resolve and 24 hours pass since symptoms started. If the child answers “No” to all the above questions, they can attend school.		

COVID-19 Screening Questionnaire: For persons 18 years and over

To ensure schools and Division offices are safe for students and staff all EIPS employees and families must mentally complete a [COVID-19 Screening Questionnaire](#) before entering an EIPS building.

Individuals with symptoms highlighted in grey—fever, cough shortness of breath, runny nose or sore throat—are legally required to isolate for 10 days unless the person receives a negative test and is feeling better.

1.	Does the attendee have any new onset, or worsening, of the following symptoms:		
	• fever	YES	NO
	• cough	YES	NO
	• shortness of breath or difficulty breathing	YES	NO
	• runny nose	YES	NO
	• sore throat	YES	NO
	• chills	YES	NO
	• painful swallowing	YES	NO
	• nasal congestion	YES	NO
	• feeling unwell or fatigued	YES	NO
	• nausea, vomiting or diarrhea	YES	NO
	• unexplained loss of appetite	YES	NO
	• loss of sense of taste or smell	YES	NO
	• muscle or 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*? Individuals are legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada unless exempted by the COVID-19 Border Testing Pilot Program.	YES	NO
3.	Has the attendee had close contact** with a confirmed case of COVID-19 in the last 14 days?	YES	NO

**close contact: face-to-face contact within two metres—a health-care worker in an occupational setting wearing the recommended personal protective equipment is not considered a close contact.

If you answer “Yes” to any of the above questions, **DO NOT** enter the school or an EIPS building at this time. Stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you answer “No” to all the above questions, you can enter an EIPS-operated building to attend school or work.

NOTE: The [COVID-19 Screening Questionnaire](#) is continually evolving as more research about COVID-19 becomes available. Regularly refer to the online questionnaire to ensure the most up-to-date version.

DAILY CHECKLISTS

Before entering an EIPS-operated school or building, students, staff, family members, visitors and contractors must complete a mental checklist. Teachers reinforce the checklist with students. Families are encouraged to do so as well.

STUDENT CHECKLIST

USE THIS CHECKLIST TO PREPARE FOR SCHOOL SAFELY

Before you leave home

- Complete the verbal [COVID-19 Screening Questionnaire](#).
- DO NOT leave home if you have any [primary or secondary COVID-19 symptoms](#).
- Ensure you've packed all your required supplies, as stipulated by the school.
- Ensure you have multiple face masks—supplied by student or EIPS—and proper storage.
- Ensure you have a water bottle, labelled with your name.
- Ensure you don't have any toys or unnecessary items.

Arrival at school

- Enter the school, with a mask, at the designated time and location—specified by the school.
- Students in kindergarten through Grade 12 must wear a mask.
- Respect physical distancing guidelines.
- Wash or sanitize your hands as soon as you enter the building.
- Meet your teacher at the designated entrance and start time.
- If you arrive late, go to the main office to check-in.

During school

- Remain with your cohort and follow physical-distancing guidelines when entering, exiting and moving throughout the building—wearing a mask if physical distancing isn't possible.
- Wash or sanitize your hands before entering and exiting the classroom, before eating, after using the washroom, before and after mask use, and when directed by EIPS staff.
- Practice respiratory etiquette.
- Eat snacks and lunch in your designated classroom or eating area.
- Refrain from touching your face, eyes, mouth and mask with your hands.
- Refrain from shaking hands with others and speaking or laughing loudly to prevent the spread of vapour droplets.

Pick up and after school

- Hand sanitize your hands when exiting the building.
- Exit building, wearing a mask, at the designated time and location—specified by the school.
- No loitering.
- Respect physical-distancing guidelines.
- Leave the facility parking lot.

STAFF CHECKLIST

USE THIS CHECKLIST TO PREPARE FOR SCHOOL AND WORK SAFELY

Before you leave home

- Complete the verbal [COVID-19 Screening Questionnaire](#).
- DO NOT leave home if you feel unwell or have COVID-19 symptoms—fever, cough, runny nose, sore throat, shortness of breath, loss of smell and taste, aches, pink-eye, nausea—and notify your supervisor.
- Ensure you've disinfected all personal supplies before coming into the workplace.
- Ensure you don't have any unnecessary items.
- Ensure you have multiple face masks—supplied by EIPS or yourself.
- Ensure you have a water bottle.

Arrival at the workplace

- Enter the school at the designated sign-in location—specified by school or department—wearing a mask.
- Respect physical-distancing guidelines.
- Wash or sanitize your hands as soon as you enter the building and classroom.
- Register your attendance for contact-tracing purposes.
- Try as much as possible to physically distance if working outside your cohort group.

During the workday

- Wear a mask moving throughout the building and when physical distancing isn't possible.
- Meet students at the designated entrance and start time, if applicable.
- Remain with your cohort and follow physical-distancing guidelines when entering, exiting and moving throughout the building.
- Wash or sanitize your hands before entering and exiting the classroom, before eating and after using the washroom.
- Practice respiratory etiquette.
- Eat snacks and lunch in designated areas.
- Refrain from touching your face, eyes, mask and mouth with your hands.
- Refrain from shaking hands with others and speaking or laughing loudly to prevent the spread of vapour droplets.

After school or work

- Ensure cleaning and disinfecting measures are followed for the classroom or workspace.
- Sign out of the attendance log for contact-tracing purposes.
- Wash or sanitize your hands when exiting the building.
- Exit building, wearing a mask, at the designated sign-out location—no later than 5:30 p.m.
- No loitering.
- Respect physical-distancing guidelines.
- Leave the facility parking lot.

PARENT AND GUARDIAN CHECKLIST

USE THIS CHECKLIST TO HELP PREPARE YOUR CHILD FOR SCHOOL SAFELY

Before you leave home

- Complete the verbal [COVID-19 Screening Questionnaire](#).
- DO NOT allow your child to leave home if feeling unwell or have COVID-19 symptoms—fever, cough, runny nose, sore throat, shortness of breath, loss of smell and taste, aches, pink-eye, nausea.
- Have a plan in place to pick up your child in the event he or she becomes unwell at school.
- Ensure your child brings the designated daily supplies, as required by the school.
- Ensure your child has multiple face masks—parent, guardian or EIPS supplied.

Arrival at school

- Drop-off or pick up your child at the designated time and location—specified by the school.
- DO NOT enter the school unless necessary—medical injections, learning supports—or asked by administration. Families must access the school through the front door, wear a mask, follow the school’s site visitor protocol and immediately proceed to the main office.

During school

- Family members can only access the school through the front door—don’t wander through the school or visit the playground and recess.
- Maintain physical distancing.
- Refrain from shaking hands with others and speaking or laughing loudly to prevent the spread of vapour droplets.

Pick up and after school

- No loitering.
- Respect physical distancing.
- Pick up child at the designated exit—specified by the school.
- Leave the facility parking lot.

VISITOR AND CONTRACTOR CHECKLIST

USE THIS CHECKLIST TO ENSURE YOU ENTER AN EIPS BUILDING SAFELY

- Make an appointment to enter the school—non-essential visitors and contractors ARE NOT permitted in the school or workplace without an appointment.
- Before entering, complete the verbal [COVID-19 Screening Questionnaire](#).
- DO NOT enter an EIPS building if feeling unwell or have COVID-19 symptoms—fever, cough, shortness of breath, sore throat, runny nose, loss of smell or taste, nausea, pink-eye.
- Sign the visitor log at the main office and follow site-visitor protocols.
- Practice respiratory etiquette.
- Practice physical distancing and wear mask.

SCHOOL SUPPLIES: REQUIRED EVERY DAY

Each student must bring the following belongings into the school using a backpack

PRE-KINDERGARTEN (PALS)

- indoor shoes
- snacks and lunch—no food sharing
- personal-care items—diapers, wipes, change of clothes, medical care
- water bottle—labelled with the child’s name
- tissues
- mask—when physical distancing and cohorting isn’t possible

KINDERGARTEN

- items outlined on the school’s kindergarten supply list
- snacks and lunch—no food sharing
- water bottle—labelled with the child’s name
- tissues
- personal-care items, as required—diapers, wipes, change of clothes, medical care
- a minimum of two masks—stored in a paper bag or cloth bag.

GRADES 1 TO 6

- items outlined on the school’s supply list and directed by teacher
- snack and lunch—the sale of food is limited, and food sharing is prohibited
- water bottle—labelled with the child’s name
- tissues
- a minimum of two masks—stored in a paper bag or cloth bag.

GRADES 7 TO 12

- items outlined on the school’s supply list and directed by teacher
- snacks and lunch—the sale of food is limited, and food sharing is prohibited
- water bottle—labelled with the child’s name
- tissues
- a minimum of two masks—stored in a paper bag or cloth bag.

STORING PERSONAL ITEMS AND SUPPLIES

Elementary: students can access a hook or locker to store personal materials when organized by cohort group or proper physical-distancing guidelines—leave non-essential items at home.

Junior high: students can access a locker to store personal materials when organized by cohort group or proper physical-distancing guidelines. Maintain physical distancing between cohorts. When not possible, students can bring items, in a backpack, into the classroom.

Senior high: students can access lockers to store personal materials when organized by cohort group or proper physical-distancing guidelines. Maintain physical distancing between cohorts. When not possible, students can bring items, in a backpack, into the classroom.

OPERATIONS

Cohorts

A key strategy EIPS is using to limit the spread of COVID-19 is [cohort groupings](#). Essentially, a cohort is a small group whose members are always the same and stay together throughout the school day. Within a cohort group, members can interact without physically distancing. However, masks are required, even within a cohort. Overall, the cohort limits the mixing of students and staff throughout the day, reduces the number of people exposed if an individual tests positive for COVID-19, and allows for more accurate contact-tracing reporting.

Student cohorts are based on class and course schedules. Most staff members are also assigned to a cohort. Anyone not assigned to a cohort must attempt to physically distance from others

Physical Distancing

Whenever possible, students, staff and visitors are encouraged to physically distance—maintaining at least a two-metre space between two or more people—even when masks are worn. As much as possible, schools have rearranged classrooms and daily schedules to encourage space between students. That said, physical distancing is challenging, particularly in the lower grades. Cohort groups further enhance efforts to limit the spread of COVID-19. Unlike previous years, kindergarten to Grade 9 teachers will move from class-to-class as opposed to students, again to reinforce physical-distancing measures. Staggered breaks, recesses and transition times, designated entrances and exits, and foot-flow traffic markings will also limit close contact between students while at school.

Since people can spread the COVID-19 virus before they know they're sick, it's important to stay at least six feet away from others when possible, even if you—or they—do not have any symptoms

LIMITING CLOSE CONTACT WITHIN EIPS

- Rearranged classrooms to encourage maximum space between students.
- Staggered recess and break times.
- Occupancy limits in washrooms, common areas and elevators.
- Restricted and directional hallway use.
- Restrictions for higher-risk activities and group gatherings.
- Protocols for student pick up and drop-offs.
- Mandatory use of masks when physical distancing isn't possible.

Busing

EIPS has various protocols in place for Student Transportation, which follow the public-health guidelines. Throughout the year, riders have assigned routes and are expected to use their bus pass when they enter and exit a bus. Each bus also has hand sanitizer, which riders must use when they board. For contact-tracing purposes and to limit exposure, all riders have an assigned seat on the bus—with siblings placed together, when possible.

Similar to previous years, buses are full for the 2020-21 school year. What this means: more than one student sharing a seat. Because it's not possible to cohort and physically distance on the bus, riders and bus operator must wear a mask at all times—bus operators must also wear a face shield when riders are boarding. After every morning and afternoon route, the bus is thoroughly cleaned—high-touch areas are cleaned at transfer sites—and disinfected with electrostatic sprayers after each morning run.

WHY MASKS ARE IMPORTANT

Both government and medical experts globally, recommend the general public wear masks to prevent the spread of COVID-19. Within EIPS, the goal of the guideline document is to protect everyone's health and safety. Wearing a mask is one way to ensure students and staff are protected and supported. As such, any person boarding an EIPS-operated bus must wear a mask unless medically exempt—a face shield is required for those exempt. Students who chose not to wear a mask have two options: not board the bus or wear a disposable mask supplied by EIPS. Individuals who continually choose not to are prohibited from boarding until a mask is worn.

FEES

- Regular fees apply.
- Families can withdraw from Student Transportation services and receive a prorated refund.
- The deadline to withdraw is Sept. 30, 2020.

HEALTH AND SAFETY: ON EIPS BUSES

Before sending a rider to the bus stop, families are required to complete the daily [COVID-19 Screening Questionnaire](#) (see pg. 9, "Daily Screening"). If the rider answers "No" to the questions, they can board the bus. If the rider answers "Yes" to any of the questions, they CAN'T board an EIPS bus. Instead, they're asked to stay home and complete the [COVID-19 self-assessment tool](#) for further health-care advice. EIPS encourages riders to notify Student Transportation if they test positive for COVID-19 to ensure the proper public-health measures are followed.

Any rider who develops COVID-19 symptoms—fever, cough, shortness of breath, loss of smell, sore throat, runny nose, loss of smell or taste, nausea, pink-eye—or feels unwell in any way while on the bus is separated from the rest of the passengers. The student is then seated by themselves until either arriving at the school or their bus stop. If on route to school, staff will contact the family to make arrangements for pick up. Families must ensure the Division has current emergency contact information on file who can respond immediately. To review or update the contact information visit the [EIPS PowerSchool Parent Portal](#).

NOTE: If a child develops symptoms because of a known pre-existing condition, such as allergies, the child must be tested for COVID-19 to confirm it's not the source of their symptoms.

Classrooms

PRE-KINDERGARTEN (PALS) AND KINDERGARTEN

Maintaining physical distance is often challenging for younger children. Close interactions are also key aspects of play-based learning, which is the foundation of early learning programming. As such, children enrolled in an EIPS Play And Learn at School and kindergarten program are not required to physically distance. Instead, they're grouped in cohorts. Classrooms are, however, organized in ways to encourage physical distancing.

General classroom protocols

- Children stay in their classrooms during learning times.
- Teachers, not children, move between classrooms, as required.
- All individuals practice good hygiene (see pg. 7, "Cleaning and Hygiene").
- The classroom is organized to encourage maximum space between children.
- Personal bins provided for supplies.
- Personal materials stored on a hook or in a locker—organized by cohort group or proper physical-distancing guidelines.
- No sharing of food and utensils.
- All eating takes place in a designated classroom.
- No toys and items difficult to clean and disinfect permitted inside the school.
- Frequent cleaning of classrooms, desks, play centres and shared-use items.
- Mandatory mask use for staff and kindergarteners when physical distancing isn't possible.

GRADES 1 TO 6

Maintaining physical distance is often challenging for students in the elementary grades. As such, each class serves as a cohort group that will stay together throughout the school day. Physical distancing is encouraged whenever possible.

General classroom protocols

- Children stay in their classrooms during learning times.
- Teachers, not children, move between classrooms, as required.
- All individuals practice good hygiene (see pg. 7, "Cleaning and Hygiene").
- The classroom is organized to encourage maximum space between students.
- Personal materials stored on a hook or in a locker—organized by cohort group or proper physical-distancing guidelines.
- No sharing of food and utensils.
- Eating takes place in a designated classroom.
- Staggered break times.
- Frequent cleaning of classrooms, desks, play centres and shared-use items.
- No toys and items difficult to clean and disinfect permitted inside the school.
- Mandatory mask use worn by students and staff when physical distancing isn't possible.

GRADES 7 TO 12

At the junior high and senior high level, cohorting is challenging. Students don't always stay with their homeroom class, moving through the school to attend different classes. For the most part, schools have created cohort groups for core courses. However, that's not always the case for optional classes. When cohorting isn't feasible, students are expected to physically distance as much as possible. Regardless of being in a cohort or not, EIPS requires all students and staff to wear a mask while inside a Division building when physical distancing isn't possible.

General classroom protocols

- The classroom organized to encourage maximum space between students.
- All individuals practice good hygiene (see pg. 7, "Cleaning and Hygiene").
- Personal materials stored in a locker if organized by cohort group or proper physical-distancing guidelines. When not possible, the student can bring their belongings into the classroom using a backpack stored on their chair or desk area.
- No sharing of food and utensils.
- Eating only takes place in designated areas using physical distancing.
- Cleaning and disinfecting of classrooms and desks before and after student or cohort use.
- The sharing of books and equipment only allowed within a cohort group. Before another student or cohort group uses a shared item, it must be cleaned or stored for 72 hours.
- Frequent cleaning of classrooms, desks, play centres and shared-use items.
- Staggered break times and transitions.
- Mandatory mask use worn by students and staff when physical distancing isn't possible.

SYSTEM SPECIAL EDUCATION PROGRAMS AND STUDENTS WITH SPECIAL EDUCATION NEEDS

The return to school presents unique challenges for students within the system special-education programs. As such, school staff are consulting with families to ensure a smooth transition and accommodate a more individualized return to school. When possible, schools have developed cohort groups for these students. Classrooms are also organized to encourage maximum distance between students and protocols to reinforce good hygiene practices. In addition, all students, with some exceptions, are required to wear a mask when physical distancing isn't possible (see pg. 5, "Who is Exempt from Wearing a Mask?").

Breaks and Recess

Schools are staggering breaks, recesses and transition times to minimize the number of people using the outside grounds at any one time. Elementary students are encouraged to stay within their cohort group during breaks and recess as much as possible. Within their cohort, they can also use the playground and school equipment provided they clean their hands before and after use. All school equipment—balls, hockey sticks, nets, pylons, skipping ropes—must be clean and disinfected before another student or cohort group uses it.

Junior high and senior high students are encouraged to gather within their cohort during breaks and transitions. Students who gather with a small group of people outside their cohort must physically distance. In both scenarios, students are required to wear a mask, and practice proper hand hygiene when entering and exiting an EIPS building.

Shared-Use Equipment

The use of shared-use items is discouraged as much possible. Within a cohort share-use items are cleaned periodically. Meanwhile, shared-use items used between cohort groups are cleaned and disinfected after each use. Materials difficult to clean—books, papers—are taken out of circulation for 72-hours before use by a new cohort group. Before and after using any shared item within a cohort, students and staff must wash or sanitize their hands. (see pg. 7, “Cleaning and Hygiene”).

IN OPERATION – OUT OF OPERATION

- ✘ **water fountains:** out of operation
- ✘ **microwaves:** out of operation
- ✘ **locker rooms and dressing rooms:** out of operation
- ✔ **bottle-filling stations:** remain in operation
- ✔ **vending machines:** remain in operation
- ✔ **photocopiers:** remain in operation
- ✔ **cafeterias:** remain in operation but only serving prepared food that’s individually packaged
- ✔ **elevators:** remain in operation for individuals with mobility issues

Pick Up and Drop-Off

All EIPS schools have procedures in place for student pick up and drop-off to support physical-distancing guidelines.

PRE-KINDERGARTEN (PALS) AND KINDERGARTEN

- Designated entrances where students meet the teacher or educational assistant—schools will notify families by Aug. 27, 2020.
- Separate drop-off and pick-up times for some children with specific medical or individual needs to accommodate cleaning protocols for equipment.
- Children can’t enter the building without a school staff member.
- Hand-hygiene protocols when entering and exiting (see pg. 7, “Cleaning and Hygiene”).
- Family members prohibited from entering the school during pick-up and drop-off times—unless medically needed, or school requested (see pg. 13, “Parent and Guardian Checklist”).
- No loitering.
- Practice physical distancing and respiratory etiquette.

GRADES 1 TO 6

- Designated entrances where students meet the teacher or educational assistant —schools will notify families by Aug. 27, 2020.
- Students have to enter the school with a staff member.
- Hand-hygiene protocols when entering and exiting (see pg. 7, “Cleaning and Hygiene”).
- Family members prohibited from entering the school during pick-up and drop-off time—unless medically needed, or school requested (see pg. 13, “Parent and Guardian Checklist”).
- No loitering.
- Practice physical distancing and respiratory etiquette.

GRADES 7-12

- Designated entrances—schools will notify families by Aug. 27, 2020.
- Students can enter the school 15 to 20 minutes before the first morning or afternoon bell.
- Hand-hygiene protocols when entering and exiting (see pg. 7, “Cleaning and Hygiene”).
- Family members prohibited from entering the school during pick-up and drop-off times—unless medically needed, or school requested (see pg. 13, “Parent and Guardian Checklist”).
- After entering, students must go directly to their locker—if organized by cohorts or physical-distancing guidelines—and then their first class. Congregating at lockers or in the hall is strictly prohibited.
- No loitering.
- Practice physical distancing, mask use and respiratory etiquette.

Large-Group Gatherings

All large-group gatherings are prohibited until further notice. Large-group gatherings include assemblies, convocations, banquets, performances and concerts with audiences, team activities, field trips and other social get-togethers. Restrictions on large-group gatherings are reviewed on an ongoing basis throughout the school year. Currently, the focus is ensuring operations take place in the safest way possible.

EXTRACURRICULAR SPORTS AND SCHOOL SPORTS TEAMS

All extracurricular sports and school sports teams—elementary, junior high and senior high—are postponed. Locker rooms are also off-limits to students and staff until further notice. EIPS reviews extracurricular sports and sports-teams on an ongoing basis throughout the school year.

PERFORMING ARTS, BAND AND CHOIR

Performing arts courses continue with near-normal operations using public-health measures. Live audiences are prohibited, and shared dressing rooms are closed until further notice. Similarly, band programs continue using public-health measures and physical distancing. Wind instruments are permitted, with proper physical distancing; the use of instrument fabric covers or screens; and special considerations, such as cleaning and disinfecting of chairs and music stands between students. Live audiences are prohibited, and avoidance of shared-use items recommended—unless proper cleaning and disinfecting between students. Choral activities are permitted provided proper mask use. EIPS reviews performing arts restrictions on an ongoing basis throughout the school year.

FIELD TRIPS

For the 2020-21 school year, class and school field trips are changing. Field trips are limited to activities that students can walk to and remain outside for the duration—fields, wetlands, river valley. Field trips requiring indoor space or the use of vehicle transportation are prohibited, until further notice. EIPS reviews field trip restrictions on an ongoing basis throughout the school year.

SCHOOL-BASED MEETINGS

Throughout the pandemic parent-teacher interviews and school council meetings are taking place virtually or by phone. Schools can co-ordinate in-person meet-the-teacher meetings if all public-health measures and safety protocols are maintained. Schools and staff are responsible for communicating the related details and facilitating the virtual meetings EIPS reviews school-based meeting restrictions on an ongoing basis throughout the school year.

High-Traffic Areas

Schools throughout EIPS have controls in place to promote physical distancing in high-traffic areas—main office, hallways, washrooms, staff room, common areas. These include:

- limiting non-essential users, staff and students;
- mandatory mask use;
- staggered breaks and recesses;
- physical-distancing signs, floor markings and educational posters;
- removal and restaged seating in public areas to prevent gathering;
- occupancy limits for elevators, staff rooms and meeting rooms;
- physical-distancing protocols, when possible; and
- directional traffic flows.

LIBRARIES AND LEARNING COMMONS

For the time being, students can't congregate in the library or learning commons. Meetings can take place in these areas when physical distancing is possible. Although students can't congregate, they can use books and materials stored in the library and learning commons. After requesting use, the item is delivered to the classroom or put on hold for pick up at a designated spot. Once returned, the resource is cleaned and disinfected. Materials difficult to clean are stored for 72-hours before recirculating.

RECESS

Playgrounds are open for use. Students can use the playground with their cohort group. If cohorting isn't possible, physical distancing is mandatory. Staggered school breaks and recess times help limit the number of students using a playground at any one time. During these times, de-masking is permitted, if physical distancing is possible. Before and after recess, students must wash or sanitize their hands.

GYMNASIUMS

Gymnasiums remain open for use for physical education programming. Schools are required to follow all provincial public-health guidelines, and, when possible, hold activities outside. During physical education, de-masking is permitted, if physical distancing is possible. Before or and after, students must wash or sanitize their hands. Other measures include:

- participate in activities and sports that support physical distancing;
- avoid the use of shared items and sports equipment between cohorts;
- clean and disinfect all equipment after each use between cohorts; and
- ensure proper hand hygiene (see pg. 7, "Cleaning and Hygiene").

FITNESS CENTRES

School fitness centres are open for programming purposes only. Recreational use, by staff and students, is strictly prohibited. All activities within a fitness centre require physical distancing, and schools that operate one must follow public-health guidelines for [Fitness Centre Cleaning](#).

Food Handling

EIPS follows the below food-handling protocols, which are consistent with public-health guidelines.

- No sharing of food between students or staff.
- No sharing of utensils, dishes or drink containers.
- No snacks or treats sent into classrooms for special occasions.
- Thoroughly clean lunch items—containers, utensils, packaging—before sending to school.
- Students, in pre-kindergarten to Grade 12, have a designated spot to eat snacks and lunch.
- All snacks and lunches are kept with the student’s belongings—an adult will store lunches for those in pre-kindergarten to prevent others from touching it.
- Each individual must properly dispose of their own recycling, wrappers and food waste.
- Use of vending machines is OK.
- Practice good hand hygiene before and after eating (see pg. 7, “Cleaning and Hygiene”).
- Practice physical distancing, whenever possible.
- Practice respiratory etiquette.

CONTINUED FOOD OPERATIONS

FOOD-RELATED COURSES:

- operational with near-normal operations using public-health measures;
- all food prepared individually or in small groups;
- kitchen utensils and appliances cleaned between cohort groups;
- no sharing of food or cutlery;
- proper mask use and hygiene practices—before, during and after food preparation;
- frequent cleaning and disinfecting of high-touch areas; and
- cleaning and disinfecting of exterior food packaging before storing and using.

CAFETERIAS AND CANTEENS:

- operational using [public-health measures](#);
- staggered eating times;
- pre-packaged food available only, served by designated staff—no self-serve;
- utensils distributed by designated staff—no self-serve;
- mandatory mask use for food preparation staff when preparing and serving food;
- personal protective equipment required when serving food--mask, face shield and gloves;
- supervision and seating available—using physical-distancing guidelines; and
- frequent cleaning and disinfecting of high-touch areas; and
- cleaning and disinfecting of exterior food packaging before storing and using.

SUSPENDED FOOD SERVICES

- ✘ Activities involving food sharing are suspended.
- ✘ The sending of snacks or treats into classrooms for special occasions is suspended.
- ✘ Lunch drop-off—dropping off a lunch for a student or lunch delivery order—is limited. If a student requires a lunch, arrangements must be made with the school.

Assessment and Student Supports

DIPLOMA EXAMINATIONS

Diploma examinations are required by the province and continue to count for 30 per cent of a student’s final diploma course mark. For the 2020-21 school year, diploma examinations take place, in all relevant subject areas, in November, January, April and June.

PROVINCIAL ACHIEVEMENT TESTS (PATS)

Schools throughout EIPS are administering the Provincial Achievement Test to students in grades 6 and 9. In Grade 6, the tests occur in May and June. In Grade 9, the tests occur in January, May and June. For the 2020-21 school year, Provincial Achievement Tests aren’t available to students who choose the out-of-school learning option (see pg. 26, “Out-of-School Learning”).

MUSIC AND BAND PROGRAMS

Music and band programs are operational, with public-health measures in place. However, live performances are postponed until further notice. In the elementary grades, the teachers, not children, move between classrooms.

OFF-CAMPUS EDUCATION

The Registered Apprenticeship Program and work-experience programs are operational, with public-health measures in place. Students are expected to follow health and safety protocols set out by the employer, in compliance with the [General Relaunch Guidance](#). All worksites are also inspected by EIPS to ensure they meet the appropriate public-health measures.

CAREER AND TECHNOLOGY FOUNDATIONS AND CAREER AND TECHNOLOGY STUDIES

Career and Technology Foundations classes and Career and Technology Studies classes continue, using public-health measures. However, cohorting isn’t possible. As such, students and staff must physically distance, as much as possible, and wear a mask. Shared-use items, such as lab equipment, are cleaned and disinfected before and after each use. And, as always, ongoing hand hygiene is mandatory—before, during and after.

PHYSICAL EDUCATION AND FITNESS PROGRAMS

Physical education and fitness programs are operational. Schools are required to follow all provincial public-health guidelines, and, when possible, hold physical education activity outside. Other measures include: participate in activities and sports that support physical distancing; avoid the use of shared items and sports equipment; clean and disinfect all equipment after each use; and ensure proper hand hygiene (see pg. 7, “Cleaning and Hygiene”).

INTERNATIONAL STUDENTS

Currently, travel restrictions are in place throughout Canada. When non-essential international travel resumes, so will international travel programs and international education programs—provided quarantine requirements and [public-health orders](#) are followed.

STUDENT TEACHERS

Student teachers are permitted to work within EIPS—provided the health-and-safety orientation, COVID-19 measures and staff protocols are followed.

DELIVERY OF SPECIALIZED SUPPORTS

With the return to school, it's essential specialized supports resume for students. Schools and staff have detailed plans in place to ensure specialized supports and services continue for children and students in special education programs and with disabilities. Teachers who have students with Instructional Support Plans (ISPs) continue to differentiate their lessons, as much as possible. Often, providing these supports requires personal-care activities and contact closer than two metres. As such, protocols are in place to work around physical-distancing limitations, including enhanced cleaning measures and personal protective equipment. Consultants are also taking every precaution to protect the students they work with and prevent the potential spread of COVID-19.

SPECIALIZED SUPPORT PROTOCOLS

FOR SPEECH-LANGUAGE PATHOLOGISTS, OCCUPATIONAL THERAPISTS, PHYSICAL THERAPISTS, SCHOOL PSYCHOLOGISTS, AUDIOLOGISTS AND SPECIALIZED SUPPORT CONSULTANTS

- practice good hand hygiene before working with a student;
- practice physical distancing;
- face shield or non-medical mask required—clear masks available;
- clean and disinfect assessment and treatment surfaces;
- clean and disinfect assessment and treatment supplies—toys and materials—between uses;
- practice respiratory etiquette.
- when meeting with family members, practice physical distancing and always use personal protective equipment—face shield, mask, plexiglass.

Visitors and Service Providers Entering EIPS

Non-essential visitors and contractors ARE NOT permitted in the school or workplace without an appointment. To make an appointment, contact the school directly. If permission is granted and an appointment is made, the visitor or contractor must complete the verbal [COVID-19 Screening Questionnaire](#). If any of the answers to the questions are “YES,” DO NOT enter the school or workplace. Similarly, if feeling unwell or have COVID-19 symptoms—fever, cough, runny nose, sore throat, shortness of breath, loss of smell and taste, aches, pink-eye, nausea —DO NOT enter an EIPS-operated school or workplace.

After entering, sanitize hands, sign the visitor log at the main office and wait for further instruction from school administration. For deliveries, offload at the designated location. And, as always, practice respiratory etiquette and physical distancing. Wearing personal protective equipment—a non-medical mask—is mandatory.

Volunteers and volunteer opportunities within an EIPS school or building are suspended until further notice

School Councils

School councils continue with near-normal operations, using public-health measures. Unlike in previous years, school council meetings are taking place remotely through videoconferencing—Zoom or Google Meet. Similarly, all Committee of School Councils meetings continue virtually. School Council restrictions are reviewed quarterly throughout the school year. For information about specific times and details contact the school or Division directly.

Communication

Throughout the pandemic, and the school re-entry, communication with EIPS families is critical. As such, EIPS will continue to keep families informed as information becomes available, evolves and influences operations. In addition, eips.ca is continually updated with the most up-to-date information about school operations during the COVID-19 pandemic. The website includes details about Division protocols, busing, COVID-19 checklists, screening, pick-up and drop-off guidelines, and much more. The No. 1 priority: To ensure the transition back to school is smooth, and operations take place in the safest way possible. For more information about the *EISP COVID-19 Guidelines* contact [Communications Services](#).

LEARNING WHILE SELF-ISOLATING

Before entering an EIPS school or facility, all individuals must complete the daily [COVID-19 Screening Questionnaire](#). Anyone who answers “YES,” to a question must stay home and not attend the school or workplace (see pg. 4, “Health and Safety,” and pg. 9, “Daily Screening”). Similarly, under public-health order, an individual is legally required to isolate for:

- 14 days if a close contact is diagnosed with COVID-19;
- 10 days if exhibiting a cough, fever, shortness of breath, loss of smell or appetite, or until receiving a negative test result and symptoms resolve; or
- As directed by Alberta Health Services.

Given the daily screening process and public-health order, EIPS anticipates higher than normal student-absentee rates. To ensure students successfully transition to the next grade level, the following protocols are in place for learners who miss school related to COVID-19 restrictions.

INDIVIDUAL STUDENT SELF-ISOLATING

- The student stays at home for the legally required time.
- The student, with assistance from the school and teacher, transitions to the out-of-school learning option (see pg. 26, “Out-of-School Learning”).
- The student returns to in-school classes following the legally required isolation time.

WHOLE-COHORT SELF-ISOLATING

- The cohort group stays at home for the legally required time.
- The cohort group transitions to Scenario 3 and Alternative Learning, under the guidance of the teacher. (see pg. 3, “Scenario 3”).
- The cohort returns to in-school classes following the legally required quarantine time.

OUT-OF-SCHOOL LEARNING

For various reasons, some families may not feel ready to send their child back to school. As such, EIPS also offers an out-of-school learning option for all students during the 2020-21 school year.

Overall, the out-of-school learning option aligns with the in-school option—allowing students across the Division to learn key themes or units of the curriculum at the same time during the school year. The goal is to facilitate learning continuity for students who shift between the in-school option and the out-of-school option. It also helps students stay on track if they need to miss school because of illness or self-isolating requirements.

Students who choose the out-of-school learning option are using an online platform known as Brightspace. Elementary and junior high students can access teacher-directed lesson plans, instructional videos, written instructions, digital and print materials and various learning resources. They also receive scheduled online instruction from an EIPS educational consultant or teacher. The lessons, where possible, align with subject matter taught in the classroom and ensure students achieve core competencies needed to progress in their learning.

Similarly, students in grades 10 to 12 can access lesson plans, instructional material and learning resources through Brightspace. They also receive assistance through email correspondence and online teacher support. In addition, students enrolled in the out-of-school option are part of an online learning group and remain connected to the school, with their school-based teacher assessing and providing feedback on assignments submitted through the system.

Students who choose the out-of-school learning option can also decide to switch to in-school learning at certain points throughout the year. Meanwhile, those who choose the in-school option can decide to switch at any time throughout the year. The Brightspace platform allows students to stay connected with the school and transition relatively smoothly between the two options. It's important to note, the decision to change learning preferences is made in consultation with school administration at set entry dates—posted on each EIPS school website.

OUT-OF-SCHOOL ENTRY DATES

Elementary Schools: following the November break, Christmas break and spring break

Elementary-Junior High Schools: following the November break, Christmas break and spring break

Junior High Schools: following the November break, Christmas break and spring break

Junior High-Senior High Schools: the start of each quarter break

Senior high: the start of each quarter break

NOTE: Students who choose the out-of-school option are guaranteed a spot at their designated school if they decide to return to in-school classes on the set entry date. EIPS no longer offers a homeschool program. As such, students who choose a homeschool program, outside of EIPS, don't have the same guarantee as those who choose the out-of-school option

HOW TO REGISTER FOR OUT-OF-SCHOOL LEARNING

- Before students return to school, families are required to complete a series of forms through the [PowerSchool Parent Portal](#), one of which is a form to indicate if the student is choosing the in-school or out-of-school option.
- Those students who do not fill out the form are automatically registered in the in-school classes learning option.
- School administration will contact all families who indicate a preference for the out-of-school option. Schools open on Aug. 24, 2020.

Out-of-School Programming

PRE-KINDERGARTEN (PALS)

FOCUS:

- Language and developmental skills

LEARNING:

- All pre-kindergarten out-of-school learning is directed by an EIPS educational consultant.
- Each student has access to learning packages based on the concepts and activities presented in the Play And Learn at School class.
- The packages are available through the school by email or by pick up.

TECHNOLOGY:

- Once a week, families meet with a PALS teacher virtually using Google Meet or by phone.

KINDERGARTEN TO GRADE 9

FOCUS:

- Core subjects only: language arts, mathematics, science and social studies.
- Essential learning outcomes for continuity to the next grade level.

LEARNING:

- All out-of-school learning is directed by an EIPS educational consultant or teacher using the online platform, Brightspace.
- The platform allows consultants and teachers to store and post learning content, administer assessments, provide feedback and manage student progress online.
- Lesson plans include video and written instructions, digital and print learning materials, and various resources. The consultant or teacher also hosts regular online lessons.
- The school-based teacher assesses submitted assignments and provides feedback.
- The school-base teacher is not available for individual instruction or conferring. However, students can receive support through their online educational consultant or teacher.

TECHNOLOGY:

- Students must have access to a computer, Chromebook or iPad, and the internet.
- All lesson plans are hosted through Brightspace and support Google Suite, Microsoft Office and Moodle platforms.
- Students who can't access a technology device or the internet must contact the school directly. Staff will provide an alternative to meets the child's needs.

FOCUS:

- Core subjects: language arts, mathematics, science, social studies and CALM.
- Career and Technology Studies: limited complementary course offering. Contact the school for specific course options.
- Advanced Placement and International Baccalaureate Programme: not available because of the complexity in course delivery and available resources.

LEARNING:

- All out-of-school learning is directed by a teacher through Next Step using Brightspace.
- The platform allows teachers to store and post learning content, administer assessments, provide feedback and manage student progress online.
- Lesson plans include video and written instructions, digital and print learning materials, and various resources.
- The teacher assesses submitted assignments, provides feedback and offers online support.

TECHNOLOGY:

- Students must have access to a computer, Chromebook or iPad, and the internet.
- All lesson plans are hosted through the learning-management system and support Google Suite, Microsoft Office and Moodle platforms.
- Students who can't access a technology device or the internet must contact the school directly. Staff will provide an alternative to meet the child's needs.

RESOURCES FOR FAMILIES

GENERAL INFORMATION:

- [Alberta Education: School Re-Entry Plan](#)
- [Alberta's Relaunch Strategy](#)
- [COVID-19 Information for Albertans](#)
- [COVID-19 Screening Questionnaire](#)
- [Daily Checklists](#)
- [EIPS Mental Health Resources for Families](#)
- [General Relaunch Guidance](#)
- [Guidance for Playgrounds](#)
- [Guidance for Outdoor Fitness](#)
- [Guidance for Sport and Physical Activity](#)
- [Homewood Health](#)
- [Mask Wearing for Kids Guide](#)
- [School Supplies: Required every day](#)

INFORMATION SHEETS:

- [Get the Facts: back to class for 2020-21](#)
- [Parent's Guide: 2020-21 school year](#)
- [Stay at Home Guide for Parents](#)

POSTERS:

- [Cover Your Cough](#)
- [Do Not Enter](#)
- [Healthy Distance](#)
- [Personal Items](#)
- [Stay Safe](#)
- [Wash Your Hands](#)
- [Wash and Sanitize Your Hands](#)