

# COVID-19 PARENT INFORMATION GUIDE

SEPTEMBER 2020



Welcome Back! Learning will look a little different this year, but we are excited to get back. Staff and students will return to school with education and safety procedures for everyone to reduce the risk of transmission of COVID-19. We are all in this together! Know. Love. Serve.



## SAFETY & HEALTH MEASURES IN ALL SCHOOLS

### Keeping each other safe

#### Cleaning and Handwashing

- Caretakers will disinfect high touch areas throughout the day.
- Classrooms routines will include:
  - **Hand Hygiene** before and after an activity, entering/exiting school spaces, eating, recess, breaks, using a computer/device, any time students and teachers identify the need
  - Disinfecting computers/devices between users
  - Disinfecting shared spaces between student groups
  - Physical distancing when possible
- **Wear a mask** in some instances (see page 4-5)



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### Learn together by staying apart

Allow for physical distancing when possible:

- Staggered transition times between classes to avoid crowded hallways and bathrooms
- Floor markings (distancing

reminders and direction of travel)

- Designated doors and boot rooms
- Maximized space between seating

\*When physical distancing is not possible, extra emphasis

will be on hand hygiene, respiratory etiquette, cleaning and disinfecting and

wearing a mask (see page 4-5)

### Safety on the bus

Limiting exposure on the bus

- Students will be assigned consistent seating and will be asked to sit with siblings
- Busses will be cleaned and disinfected between trips
- Grade 4-8 students will be required to wear masks

### Safety built into the school schedules

Limiting contact and exposure by staying in a small group, instead of mixing with the whole school

- Students will remain with a consistent cohort (**family**)
- Classroom cohort in elementary
- Limited cohorts in high

school (dependent on the block schedule)

### Safety within a cohort

Limiting exposure within a cohort

- Staff will support students to use designated and consistent assigned spots in the classroom
- High school students will eat lunch during staggered times. Student are encouraged to go home for lunch or leave the building
- Reduction in the number of staff in close and sustained contact with a cohort

### Significant reduction in school visitors

Limiting exposure from visitors and guests

- Parents will be asked to avoid visiting the building or if necessary, schedule visits
- A record (sign-in) of all visitors must be kept
- If invited, a visitor will be asked to use **the self-assessment screening tool**
- Guest presentations will be virtual

## PARENTS' ROLE IN KEEPING SCHOOL SAFE

### Screen for symptoms every morning

- Use **the self-assessment screening tool** to check every morning to see if your child has any symptoms.
- If “yes” is answered to any of the questions, your child (and siblings) must stay home and call 811 to be directed. A recommendation or negative test will allow your child(ren) to return to school.
  - Please notify the school as soon as possible of a positive test for COVID-19

\*All communications are confidential. If a case of COVID-19 is confirmed, the Division will take direction from public health

### If a student has symptoms related to a pre-existing condition

The student should be tested at least once before returning. If negative for COVID-19, these symptoms can be considered a baseline and no future testing is necessary unless symptoms change.

- Please talk to your school about the pre-existing condition.

### Safety for students with underlying medical conditions or family risk factors

Parents should consult their child's physician to consider the health risks and discuss what will best support the child. Contact your child's school to discuss available options and support.

### Stay home when sick or if in contact with someone who is sick

Students, parents or family members must not enter school if they:

- Feel sick or have symptoms of COVID-19
- Had close contact with someone who is ill with a cough and/or fever
- Have anyone in the household who has been in close contact in the last 14 days with someone who is being investigated or confirmed to have COVID-19
- Have traveled outside of Canada in the last 14 days
- Had close contact with someone who has travelled outside of Canada in the last 14 days and who is ill.

### Avoid entering the school

To reduce exposure, all parents, guardians and visitors are asked to avoid entering schools. If a visit is necessary, schedule a meeting. Refer to your school's plan to find out how the school and parents can work together. If a visit is required, you will be asked to complete the self-assessment prior to entering and wear a mask.

### Pick up students promptly if they show symptoms at school

- You will be asked to pick up your child from school immediately if they show symptoms and call 811 to be assessed for a test.
- The school must be

able to contact you at all times during the school day. Please ensure the school has your most up-to-date contact information, including a back-up contact. The student will be asked to wear a mask (if safe to do so) and will be supervised in the Illness in Care room until you get there.

### Taking your child to school

If your child normally takes the bus, consider taking them directly to school if you can. This will help with physical distancing on the bus.

### Keep a safe distance

To minimize contact please be mindful of keeping 2 meters from others who may not be in your child's cohort.

### When unsure – please contact us

We will navigate these very different times together as things evolve.

School Website and contact information

<https://www.rcsd.ca/luke>

## HELPING STUDENTS TO KNOW WHAT TO EXPECT

Your child may feel nervous about returning to school. You can help prepare your child for the changes. Also, it will be important to focus on what will stay the same. Students will learn in class with their teacher and see friends.

Talk to your child about some of the new health measures to help them prepare for the first day of school:

- Before school - review the Daily Self-Assessment Screening Tool every morning
- Plan to have 2+ masks to wear during the day
- Sanitize hands before entering school and classrooms (hand hygiene stations will be at entrances and in all classrooms)
- Keep a distance between others and follow markers in hallways
- Do not share food
- Personal items/toys should be left at home
- Cough and sneeze into the elbow
- Tell staff if feeling sick at school
- Some recess/breaks may be at different times to reduce hallway traffic
- Stay in your cohort during class and lunch time to decrease contact with others
- Students who take the bus will have to sit in the same seat every day

### Cohort

A cohort—or family—is a group of students and staff who remain together. The size of the cohort will depend on the school size and schedule.

Be kind with each other, as we work together to keep each other safe.

## MASKS IN SCHOOLS

Regina Catholic School Division in consultation with public health, has decided to begin the school year at level 2 of the Safe Schools Plan which includes the use of masks.

- All grade 4-8 students are required to wear a mask on school buses unless not able to do so safely.
- Students in Grade 3 and under will be encouraged, but not required, to wear masks while in school or on buses.
- Students in Grades 4 - 8 will be required to wear a mask in high traffic areas and all other areas where 2 meter distancing is not possible.
- Masks will be required for all students in Grades 9 to 12 in high traffic areas and wherever 2-meter physical distancing is not possible.



How to Wear A Mask  
<https://youtu.be/gvLA--hGU70>

### HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

#### DO'S



**DO** wear a non-medical mask or face covering to protect others.



**DO** ensure the mask is made of at least two layers of tightly woven fabric.



**DO** inspect the mask for tears or holes.



**DO** ensure the mask or face covering is clean and dry.



**DO** wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



**DO** use the ear loops or ties to put on and remove the mask.



**DO** ensure your nose and mouth are fully covered.



**DO** replace and launder your mask whenever it becomes damp or dirty.



**DO** wash your mask with hot, soapy water and let it dry completely before wearing it again.



**DO** store reusable masks in a clean paper bag until you wear it again.



**DO** discard masks that cannot be washed in a plastic-lined garbage bin after use.

#### DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

#### NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

#### DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

- All staff members are required to wear masks when working within a school facility where physical distancing of 2-meters cannot be maintained.
- Parents and guardians are encouraged to purchase or construct reusable masks for their child(ren), but the school division will supply one re-useable mask for students and disposable non-medical masks as needed. [Here are guidelines for constructing a reusable mask.](#)



- Parents and guardians are asked to wash reusable student masks according to appropriate guidelines. [Here is more information](#) on mask etiquette and maintenance provided by the Government of Canada.

<https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>

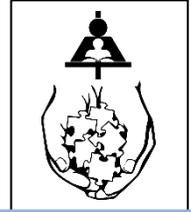
- *Are students to wear masks at all times, like during recess/breaks and during lunch?*  
There will be circumstances during the day where students will have to remove masks and physical distancing protocols are to be implemented during these times as much as possible.
- *What if my child cannot or does not want to wear a mask?*  
These situations will be assessed on an individual basis and a medical note may be required. Please work closely with your school-based administration to determine options for your situation.
- *What if I do not have a mask for my child?*  
The schools will have disposable masks available.

*“We are employing mitigations that reduce the risk of transmission of COVID-19”*

# St. Luke Alternative School COVID-19 PARENT INFORMATION

Know, Love, Serve

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## RETURN TO SCHOOL OPEN HOUSE

Welcome-back week will be throughout the week of August 31- September 4<sup>th</sup> with virtual tours and check-ins. Also, there will be the opportunity to do an in-person tour on September 8<sup>th</sup>. These tours will be scheduled by the Teacher by phone or email during Welcome-back week. The tours would be no more than two HS students & their families, as well as two Elem students & their families to come in to see their class and have an opportunity to alleviate anxieties. The tours would be no longer than 15-20 minutes each so that would be enough time for all classrooms. This would run all day from 830am to 330pm.

## ARRIVALS & DEPARTURES

We are requesting our High School students to use the NW entrance and our Elementary students to use the East entrance. The front entrance is being used for guests and staff in an effort to reduce the number of contacts using the same entry-exit point. This will help reduce the points of contact throughout our school. We thank you for your anticipated cooperation with this.

## STAGGERED STARTS

The following week, half the students will come on the 10<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup>, and 18<sup>th</sup> (Group A). The other half come on the 9<sup>th</sup>, 11<sup>th</sup>, 15<sup>th</sup>, and 17<sup>th</sup> (Group B). Your Teacher will notify you which group you are in.

All students would then expected to return to full attendance on Sept. 21<sup>st</sup>.

## RECESSES, BREAKS & MEALTIME

High School breaks will be staggered amongst the different classrooms and take place in the Northwest most area of the school grounds.

Elementary breaks will be staggered amongst the other classrooms.

Using hand-hygiene exiting and entering for both groups by using hand sanitizer will be mandatory.

## CLASSROOM PROCEDURES

Classroom procedures will include physical distancing of two metres where possible. Given the unique environment of St. Luke Alternative, this may not always be possible so we are requesting all of our students to wear masks throughout the day.

## GATHERINGS: ASSEMBLIES, CSCC, PARENT MEETINGS

We will avoid group gatherings for the time being and meetings into the building will be scheduled. Announcements will be over the intercom or pre-recorded where possible.

## MAIN OFFICE PROCEDURES

We are asking people call (306) 791.7248 or email (l.rogers@rcsd.ca) the school for all enquiries. If you are required to be in the school for a meeting, we will schedule a time.

A two-way audio doorbell has been purchased to replace our doorbell to alert us of people's presence, and should you have a meeting, instructions will be provided at that time. Additionally, we ask you arrive no more than 5 minutes prior to your scheduled visit.

## ILLNESS IN CARE ROOM

- The principal or designate shall, as soon as reasonably possible:
  - a. call parents or caregivers to pick up and remove their child from the school to a location where the child may self-isolate, and instruct them to call 811 as soon as possible;
    - Please discuss and provide us with a second and third contact to serve as a point of contact for pick-up.
- Please see [Administrative Application Illness in Care and Students with COVID-19 Symptoms in School](#)