

Timberlea Public School

COVID-19 Operational Procedures

Updated - March 1, 2021

Principal's Message to Staff/Parents/Guardians (updated March 1, 2021)

Timberlea School is “a great place to grow and learn”. We ask that all members of our school family practice patience, cooperation and understanding as we anticipate fewer cases of COVID-19 in our community, and the resulting easing of restrictions in the coming months by the Alberta Government and Alberta Health Services. As the government allows for greater access to school programs offered in the past, please keep in mind that transitioning back will require building confidence among students, families, and staff.

We have all been impacted by the prolonged period of restrictions, so “returning to normal” will take some time to plan for that as well. **For that reason, updates to our school's Operational Procedures can be expected to be published on the 15th or end of each month.** It remains of utmost importance that we respect each other's efforts to do what's best for kids, and to work together in maximizing physical and emotional safety for everyone. We need to ensure that we can enjoy the many blessings of spending time in each others' company again, without putting anyone at risk of anxiety, stress or illness.

We sincerely thank you for entrusting us with the care and education of your child. Please do not hesitate to contact us with any questions, comments, or concerns.

Waleed Najmeddine
Principal

Parent Visits to School (updated March 1, 2021)

Only visitors wearing facemasks will be allowed to enter the building. A hand sanitizing station is in place inside the entrance. To facilitate contact tracing, all visitors must report directly to the school office and sign in and out. If you would like to meet with a staff member, you are required to book a time in advance. To reduce the risk of cross-contamination, any items being dropped off will require students being called down to the main office. Items must be handed directly to students by their

parent/guardian. Please be aware that recess breaks are scheduled for 9:45-10:00 a.m. and 12:26-12:48 p.m. so students will most likely be outside the building at those times.

Parent volunteers are not permitted in the school building. The hot lunch program offered in the past will continue to be on hold. Also, there are clear provincial guidelines around food in schools during COVID-19 restrictions. As a result, food or treats sent from home to share with classmates for birthdays or other special days will not be allowed.

Daily Screening for Illness, Protocols if a Student Becomes Ill

Parents/guardians are advised to perform a self-screening each morning to determine their child's readiness to attend school. A quick self-assessment tool is available online at <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Stay home when sick

All students, staff and visitors who meet the following criteria must stay home as per Alberta Health Services (AHS) guidelines.

Adults over 18 are legally required to isolate for a minimum of 10 days if:

- they tested positive for COVID-19
- they have any core symptoms and have not been tested, and are not related to a pre-existing illness or health condition. Core symptoms include:
 - fever
 - cough
 - shortness of breath
 - sore throat
 - runny nose
- quarantine for 14 days if they are a close contact of someone with COVID-19 or if they travelled outside Canada

Children are required to isolate for at least 10 days or until symptoms are gone, whichever is longer, or until they test negative for COVID-19, if they have any of the following core symptoms:

- cough
- fever
- loss of taste or smell
- shortness of breath

Children under 18 stay home and monitor for 24 hours if they have one of the following symptoms:

- chills
- sore throat or painful swallowing
- runny nose or congestion

- feeling unwell or fatigue
- nausea, vomiting, diarrhea
- unexplained loss of appetite
- muscle or joint aches
- headache
- conjunctivitis (pink eye)

If the symptom is improving after 24 hours, the child can return to school.

Should the symptoms worsen after 24 hours, or if additional symptoms emerge, or if the child has any two (2) symptoms from the core COVID-19 list, they are to continue to stay home, and testing is recommended.

All students, staff and visitors who meet the following criteria must stay home and self-isolate as per Alberta Health Services (AHS) guidelines:

- symptoms of COVID-19, common cold, influenza or other respiratory diseases
- travelled outside of Canada in the last 14 days
- been identified as a close contact of a confirmed case or outbreak of COVID-19

If you have symptoms but tested *negative* for COVID-19 and have no known exposure to COVID-19:

- you are not legally required to isolate. However, it's important to stay home until symptoms resolve so as to not infect others

If you tested *positive* for COVID-19:

- you are legally required to isolate for a minimum of 10 days, or until symptoms resolve, whichever takes longer

People unsure if they should self-isolate should self-assess using the [COVID-19 Self Assessment Tool](#) and contact Alberta Health Link at 8-1-1, or the public health unit to speak to a health professional.

[For guided support in helping determine if children need to stay home, visit Alberta Health Services' Guidance for Parents of Children Attending School and/or Childcare.](#)

Anyone presenting core symptoms will need to leave the school. In addition:

- students who develop core symptoms at school will be asked to wear a non-medical mask and be isolated in a separate room or kept at least 2 metres away from others

Students displaying symptoms of illness while at school will be brought to the main office and have their parent/guardian contacted. Parents/guardians must make arrangements for the immediate

pickup of their child. Students will be supervised in an isolation room until picked up.

Please note: It is very important to ensure the school office has **up to date contact information**, including emergency contacts. Failure of a parent/guardian to make arrangements for their child to be picked up in a timely manner may require the school to contact Child and Family Services for assistance.

Drop off and Pick up

All students will have an assigned door to use every time they enter and exit the school. All classes will enter and exit at staggered times to avoid crowding the boot rooms and hallways. When students arrive at school they will stay at least 2 metres apart while lining up to enter at their designated door. Students must wait outside for a staff member to open the door. On cold weather days (below -24C, windhill included) students will not line up as the doors will be unlocked at 7:45 a.m. Parents are required to remain outside the building while students enter at their designated doors:

Morning Arrival - 8:00 a.m.

<u>Class</u>	<u>Designated Entrance</u>	<u>Entrance time</u>
Kindergarten (Mrs. Fisher)	Main entrance (near office)	8:00 a.m.
Grade 1 (Mrs. MacKinnon)	Main entrance	8:05 a.m.
Grade 1&2 (Ms. Hiebert)	Div 1 entrance (front, right side)	8:00 a.m.
Grade 2 (Ms. Skinner)	Div 1 entrance	8:05 a.m.
Grade 3 (Ms. Adams)	Div 2 entrance (rear of building)	8:05 a.m.
Grade 4 (Ms. Harris)	Div 2 entrance	8:00 a.m.
Grade 5 (Ms. Dunkley)	YMCA entrance (facing field)	8:00 a.m.
Grade 6 (Ms. de Ruiter)	YMCA entrance	8:05 a.m.
ECDP (Mrs. Fisher)	Main entrance	11:54 a.m.

Dismissal - 2:40 p.m.

Students will be dressed for hometime and lined up in their classrooms by 2:40 p.m., then proceed to the boot room one class at a time. Adults picking up students from school will be asked to wait outside the building while maintaining a safe physical distance between themselves and others:

Front entrance (near office)

Grade 1 dismissed first, followed by ECDP

Div 1 entrance

Grade 2 dismissed first, followed by Grade 1&2 class

Div 2 entrance

Grade 3 dismissed first, followed by Grade 4

YMCA entrance

Grade 6 dismissed first, followed by Grade 5

Transportation & Bussing

Students in Grades 4-12 are required to wear a face mask while boarding and riding the school bus. K-3 students are strongly encouraged to wear face masks. Students will be assigned a regular seat by the bus driver; where there are 2 or 3 students to a seat the seating plan will first seat family members together, and then school cohorts and finally by bus cohorts. Students will respect physical distancing when getting on and off the bus.

Guarding the safety of all riders on the school bus is a responsibility of the school principal. Student refusal to wear a face mask, maintain physical distance, or poor behaviour puts the safety of all riders at risk, and may result in disciplinary measures taken by the school principal.

Traffic Flow within the School

Timberlea School has applied visual cues (i.e. posters, floor decals, blue tape) throughout the school to help students and staff maintain physical distancing while moving about. Staff will emphasize establishment of routines with students to learn safe traffic flow, physical distancing, and to avoid crowding. These measures are in place to allow staff and students to minimize the incidence of people in different grade divisions occupying the same spaces.

Handwashing and Hand Sanitizing Stations

Hand sanitizing stations are in place throughout the school at each room door. Staff will help students learn proper hand washing methods and use of designated washrooms. A day custodian will be on duty for the entire day to ensure that washrooms and high use areas are cleaned and disinfected several times throughout the school day.

Student Belongings

Student backpacks and outdoor clothing will be kept in their lockers or on coat hooks, however, access to these areas will be limited to small numbers of students at a time, and allow for physical distancing between them. School supplies will be kept in the classroom in individual bags or containers and for individual student use only. Sharing of supplies, materials, food, etc. will not be allowed.

School Nutrition Program

Free breakfast snacks will begin to be offered to students on a daily basis. All food items must be individually pre-packaged and distributed by a staff member. Items will be stored in a central location for staff members to fill and replenish individual classroom bins. While distributing food the staff member will wear a mask and gloves.

Recess, Lunch, Transitions

As detailed above, students will be dismissed for recess breaks in the same staggered manner as dismissal at the end of the school day. Timberlea School recess break times do not coincide with those of Fort McMurray Christian School so there is very low risk of students from either school coming into close proximity with each other. Grade 1 and 2 students are limited to play on the equipment and tarmac area adjacent to the back of the school. Grade 3-6 students will be limited to the playground equipment near the field and the field area itself. Three staff members are on duty during outside recess breaks. With fewer than 100 students attending in each group, we will be in compliance with [Alberta Government gathering restrictions](#).

Student Spaces for In Class and Learning Activities

All in-class learning activities will be planned building on the assumption that all students in attendance are healthy (i.e. showing no signs or symptoms of illness) and practicing frequent hand washing/sanitizing. Any students displaying signs or symptoms of illness will be asked to report to the office and parents contacted. All staff members will wear facemasks where physical distancing is not possible, and all students grade 4-6 will be required to wear face masks as well.

Students sitting at tables will be in chairs facing the same direction. Students in stand alone desks will be distanced as much as possible. Non-essential furniture, learning materials and items not easily wiped down for sanitizing will be removed from classrooms to allow for maximizing the distance between student desks, and to facilitate quick/frequent cleaning of high contact areas. Manipulatives and school supplies will not be shared among students.

Extra-curricular Activities

Extracurricular activities, including athletics will be made available at the discretion of the principal and in consideration of current guidelines from Alberta Health Services and the Alberta Schools' Athletic Association (ASAA). For the safety of all involved, staff volunteers will ensure strict adherence to physical distancing and cleanliness guidelines. Attendance will be recorded at all activities. Timberlea School will inform families as to which activities will be offered.

Contact and Information:

Timberlea Public School
107 Brett Drive

Office hours: 7:30 a.m. - 3:30 p.m. Monday to Friday

Phone: 780-743-5771

Fax: 780-791-5771

Email: timberlea.info@fmprsd.ab.ca

Website: timberlea.fmpsdschools.ca

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