



Guthrie School

# Relaunch Guidebook

**Last Updated August 25, 2021**

**This document is subject to change and will continue to be updated based on orders from the Chief Medical Officer of Health and Alberta Education.**

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### School Operations

#### Cleaning

Guthrie School will continue to follow enhanced COVID-19 routine cleaning requirements, including regular cleaning and disinfecting of high touch surfaces. Caretaking staff will maintain schools within SPS's pandemic cleaning protocol.

#### Exterior School Doors

School doors will remain locked throughout the school day. Supervisors will open doors at the start of the day to allow students into the building.

To reduce the risk of transmission of COVID-19 or other respiratory illnesses, parents and guardians are asked to remain outside the school when dropping off their child and asked to not enter the school unless approved by the Principal. If someone is required to enter the school during the day, they either need to make an appointment ahead of time, or call the school while waiting at the front door and someone will let them in. Masks and following physical distancing practices are required.

All visitors must book an appointment prior to coming to the school. They will be required to scan a QR code (located on the front doors) with their smartphone before they enter the school.

#### Student Arrival and Entry

Students will enter the school through their class' designated door. A map indicating the door that is utilized by each class is attached and doors have been labelled. Parents are to remain off school property or in their vehicles when dropping their children off at school.

Preschool students will access the doors between the Out of School Care building and the preschool classrooms. Preschool students arriving off the bus will be met by staff and walked to these doors. One parent is able to walk the student to the doors to the receiving teacher but is not able to enter the building.

Upon arrival, students will proceed immediately to their classroom. Grade 4-9 students are required to wear a mask upon entering the school. All students will use hand sanitizer upon entry to the school and their classroom.

Students who arrive late must enter the school through the front door. They will sign in at the front office and then go directly to their classroom.

#### Student Flow within the school

The school has been marked with arrows to help students navigate throughout the hallways. Maps will be placed on all exterior doors with arrows on them for parents to see the flow within the

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building and help teach some of our younger students hallway directions.

### Masks

The 2021-2022 School Year Plan is based upon a transition to the recovery phase reflecting a corresponding shift from mandatory health measures to recommended health best practices. Alberta is shifting from an emergency response for COVID-19 to the public health management that is currently in place in schools for other viruses.

Guthrie School will support individuals who choose to wear masks. Students, staff, visitors, and parents/guardians should consider their own risks and their personal situation when making decisions on wearing a mask. It is reasonable that in some settings, an individual may choose to wear a mask while we are getting back to normal. Guthrie Staff will support all those who wear masks on school property.

Proper mask use will be taught and promoted. It is our collective responsibility to adhere to mask protocols. Parents are asked to consider supplying extra masks for their child. Used/soiled masks will be sent home daily for cleaning.

We encourage families to practice [proper mask protocols](#) prior to coming to school.

### Recess/Breaks/Playgrounds

Recess times will remain the same as last year. Students will practice proper hand hygiene before and after using the playground. They are encouraged to stay within their grade group during these times. If students from two different grade groups wish to socialize, they are encouraged to stay 2 meters apart.

Teachers will establish playground procedures that support as much physical distancing as possible while making use of the playground equipment and field areas before students go outside. Outside supervisors will encourage students to stay within their grade group during recesses as much as possible.

### Playground use - before and after school

Schools will not be assigning staff to supervise playground equipment before and after school. To support safety, this equipment will be off limits to students during these times.

Families who wish to take children to the playground at other times of the day are encouraged to follow the province's [Guidance for Playgrounds](#) to use the equipment as safely as possible.

### Snack time

Snack time will be held in homerooms. Classes will be encouraged to follow AHS guidelines and will be taught to students during the beginning of the school year to help them build common practices for the class.

### Lunch time

Lunch time will be held in homerooms. Classes will be encouraged to follow AHS guidelines and will be taught to students during the beginning of the school year to help them build common practices

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for the class.

Students are encouraged to bring items for lunch that they are able to open themselves to reduce handling. There will be no sharing of utensils or use of microwaves. Sharing food items between students will not be permitted.

### Food Handling

The school store will be operational. General hot lunch or fund-raising food/lunch programs are permitted at this time. Vending machines will be operational at this time.

Activities that involve the sharing of food between staff and students is permitted.

### Physical Education

Physical Education, as recommended by our division, will be held primarily outside when and if weather permits. While inside proper sanitization of equipment will happen after each piece of equipment is used. Physical distancing will occur in all PE classes and will also be within the same cohort. Students will practice hand hygiene before and after PE class.

### Music

Music classes will take place in the music room. Physical distancing during performance activities (like singing) will be encouraged.

### Options/CTF/CTS

CTF classes will follow AHS Guidelines for proper hygiene. A variety of options will be offered quarterly.

### Library

Libraries and learning commons will be utilized for the large space and students will be able to use books. Maker space equipment and technology will be sanitized at the end of each cohort use. Students will practice hand hygiene upon entry and exit of the library and learning commons.

### End of School Day

Students will exit from the doors that they entered at the beginning of the day.. Parents are to remain in their vehicles or off school grounds for pick up.

### Extra-Curricular Activities

SPS extra-curricular athletics and fine arts performances will resume. Sturgeon Public Schools is working with Alberta Education, Alberta Health and Education partners, including the Alberta School Athletics Association, to support athletic activities and events within the context of health measures that may be in place.

### Supplies and Storage

Staff and students are encouraged to utilize their own personal items (e.g., electronic devices, writing instruments, school supplies) and minimize any shared items. Students may be asked to help clean any shared resources after individual use.

All lockers will be accessible; however, students are encouraged to keep non-essential items at home.

### Washrooms

Regular washroom access is maintained for students. Specific washrooms have been designated for specific grades. Washroom capacity is limited to the number of stalls in each washroom and has been posted on the doors. Students will be expected to wait, while practicing physical distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage has been placed about washing hands and physical distancing. Teachers may decide to take students as a group to the washroom to encourage physical distancing and to reduce contact with students from other classes.

### Hand sanitizing

Schools will be cleaned daily with additional measures put in place throughout the school day. Anyone entering the building will need to use hand sanitizer. Should medical exemptions from using hand sanitizer be required, those individuals will need to be escorted into the building and wash their hands prior to moving about the school. Sanitizer stations will be available at the various entrances during school days and inside each room within the school.

### Early Childhood Education - Staggered Entry Guidelines

Children will begin staggered entry as per usual practice.

**During staggered entry the following measures will be implemented:**

- Only 1 parent will be allowed to accompany their child
- Maximum number of children will be 6
- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Classroom spaces will be marked with tape, hula hoops or place markers to ensure appropriate physical distancing is maintained.
- Staff ratio will be increased by having therapy assistants and consultants available. 1:2 for staggered re-entry days.
- Visuals and social stories about cleanliness, handwashing and social distancing will be implemented.

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- Only 2 children will be permitted at each center.
- Toy collections will be established based on class groupings

### **Early Childhood Education – Regular Guidelines**

#### **\*Will follow the school guidelines**

- EA's will sanitize materials (toys, manipulatives) and furniture immediately following the class time. Mouthed toys will be immediately put into a designated cleaning bucket to be disinfected.
- Toy collections will be established based on class groupings

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