



Pine Grove Middle School Re-Entry Plan 2020-2021

Information for Staff, Parents and Guardians

Message from the Principal

Dear Staff, Students, Parents and Guardians

As we prepare for a return to school in Scenario 1, we have been working hard to put health measures and protocols in place to help to lower the risk to our school community and ensure that student learning remains our top priority. Things have been moving rapidly since March and we will continue to strive to meet the changes and expectations as they come and to ensure safety is maintained for our school community. The safety of our staff and students is at the center of our decision making.

The following plan outlines the changes and precautions that we are taking as a school to help prevent the spread of COVID-19. These changes will require cooperation and engagement from all of the members of our school community. To ensure that we avoid the spread of COVID-19 we will be requiring the support of staff, students and parents to conduct daily health checks using the Alberta Health Services Daily Screen prior to leaving the house, keeping a two meter physical distance where possible, mandatory mask use in settings where physical distancing cannot be maintained, and hand hygiene requirements for all staff and students. We will be enforcing stay at home protocols for those that feel unwell, enhanced cleaning and disinfecting of schools and buses, cohorting students, staggering the students' entry and breaks and limiting entry to schools to those who are required to be in the school or those who have an appointment.

We know that students may move between in-school and at-home learning throughout the school year in response to the virus. We will endeavor to have the teachers in both areas, deliver the same units or themes, at a similar pace. Parents who decide on the at-home, parent-led learning option for the school year will be assigned similar units to our in-school students to ensure that few gaps in learning occur if the students choose to re-enter our school in person.

Sincerely

Erin Murphy
Principal, Pine Grove Middle School

Re-entry Information for Parents and Students

Following the provincial government's direction, Grande Yellowhead Public School Division (GYPSD) is implementing the [Guidance for School Re-entry - Scenario 1](#) from Alberta Education and Dr. Hinshaw, the Chief Medical Officer of Health, for September 2020.

Wherever possible, having children physically attend school is recommended and our teachers are eager to get back into the classroom and work with students. Parents should be reassured that our schools are meeting Alberta Health Services (AHS) guidelines in providing a safe environment for student learning. Dr. Hinshaw has stated the decision to allow in-school learning with public health measures in place weighs the risks of prolonged school closures on students' educational experience and overall well-being against the risk of COVID-19 outbreaks.

It is possible that we may have to transition between scenarios during the school year. Health officials will work with school authorities to make the decision to transition all students to partial In-school Classes (Scenario 2) or Distance Education (Scenario 3) based on multiple factors including the number of COVID-19 cases in a zone or school and the risk of ongoing transmission. Please note that changes may be made to this plan in response to changes directed by Alberta Education.

In September, teachers' initial focus will address the social and emotional needs of students and administer screening tools to identify gaps in student learning. Supporting students to be ready to learn is an important first step in school re-entry. Once teachers have identified gaps in student learning, they can plan their instruction to address these gaps prior to moving forward.

School Entry	
Stay at Home When Sick	<ul style="list-style-type: none">• All staff and students should conduct a daily health check using the AHS Screening Checklist before leaving home.• This checklist will be sent home via school messenger prior to school starting.• The students will receive a copy to take home and place on their fridge on the first day of school.• The checklist will be posted at the entrances to the school• A copy of the checklist will be found on our Facebook page and our website.
Arriving at School	<ul style="list-style-type: none">• As they arrive, outside, the students will maintain a physical distance of two meters or will be masked.

	<ul style="list-style-type: none"> • Students who are being dropped off must be dropped off on the west parking lot and parents must remain in their vehicles to best accommodate physical distancing. • Students will enter through the main entrance on the right hand side. It will be clearly marked Entrance. • Students must wash their hands as they enter. • Students must have masks on as they enter the school. • Lockers will not be used in the beginning of the year and may be introduced to accommodate winter clothing only at a later date. • Bus students will enter the building and report to their classrooms as they arrive. • Those students that are walking or being dropped off are asked to be here no earlier than 10 min before their grade start time. <ul style="list-style-type: none"> ○ Grade 6 start time at 8:30 ○ Grade 7 start time at 8:35 ○ Grade 8 start time at 8:40
First Day of School	<ul style="list-style-type: none"> • To accommodate transitioning for students to understand their schedules and expectations for this year, we will have grade level days for the first three days and then all students for the following days. <ul style="list-style-type: none"> ○ Sept 8 is for Grade 6 only ○ Sept 9 is for Grade 7 and French Immersion only ○ Sept 10 is for Grade 8 only ○ Sept 11 - All students will come on a regular basis beginning here
Breaks	<ul style="list-style-type: none"> • Students must wear masks while on break. • Breaks will be staggered as per grade level with the first 10 minutes being when they can leave the classroom for bathroom breaks. <ul style="list-style-type: none"> ○ Grade 6 from 10:10 - 10:25 ○ Grade 7 from 10:20 - 10:35 ○ Grade 8 from 10:30 to 10:45
Lunch	<ul style="list-style-type: none"> • Playground equipment will not be available for student use. • Gym equipment will not be given out or be allowed to be used at this time. • Students and staff will enter and exit using the labeled doors by the gym. • Students will sanitize their hands upon re-entry to the school. • Lunch will be in a 45 minute block with access to the outdoor area being staggered in 15 min blocks per grade.

	<ul style="list-style-type: none"> ○ For example grade 6s outside in the first 15, grade 7s outside in the second 15 and grade 8s outside in the last 15.
Response to Intervention	<ul style="list-style-type: none"> ● The Response to Intervention time will used as a silent reading block ● During this time Cree and Michif and French as a Second Language 7 and 8 will be held. These classes will be held in larger areas (atrium or learning commons) to accommodate physical distancing while out of their regular cohort groups.
End of Day Dismissal	<ul style="list-style-type: none"> ● Teachers will ensure that students have their belongings gathered 5 min early. ● All students who walk or are being picked up will be released five minutes earlier and be asked to exit out the Learning Commons doors. This will allow for physical distancing out front of the school. ● Those walking home are asked to leave for home right after school. There will be no gathering on the school grounds at this time ● Those who are riding buses will be asked to exit through the main doors by the office doors ● The bus students will be asked to gather in their cohort groups (by bus number) in the assigned areas to await their busses. ● All students will wear masks until physical distancing can be maintained.
Parents and Visitors in the Building	<ul style="list-style-type: none"> ● School doors will remain locked, a doorbell will remain outfront to notify if someone has arrived. ● Visitors must wear a mask and maintain a physical distance of two meters. ● Students will be sent to the parking lot if they are being picked up by a parent throughout the day when required. This will only happen with the parents notifying the office prior to the pick up. Please call ahead. ● Parents who need to come to the school are asked to call and make an appointment. If you do not have an appointment you will not be able to enter. Please call so we can best support your needs and respect your time. ● Any meetings that can be done by phone or virtually are preferred, if possible. ● Everyone must follow all AHS guidelines. When a parent has an appointment they can come to the school and ring the doorbell to be let in, as the doors will be kept in a locked position.

	<ul style="list-style-type: none"> • No one should enter the school if they are ill. Please Complete the Self Assessment Tool • Hand sanitizer and proper hand washing will occur at the entrance and exits of the school. • Only required visitors can attend the school. • All visitors are required to sign in with the secretaries when they arrive and check out when they leave. They will provide the secretaries with their name and the secretary will fill in the log as they exit and enter.
Arriving at School	
Bussing	<ul style="list-style-type: none"> • When bus students arrive at school they will be required to go directly to their classrooms. • Bus regulations as per GYPSD's Re-entry plan are as follows. <ul style="list-style-type: none"> ○ Students will not board the bus if they have symptoms of COVID-19. Be sure that the self-screening tool has been used each day prior to leaving for the bus. ○ Bus Drivers will use a face shield when loading or unloading students from the bus. ○ As much as practical, students will start boarding from the back seats to the front of the bus. ○ Students will be assigned seats and students who live in the same household will be seated together. ○ As much as practical, students start disembarking from the front seats to the back of the bus. ○ Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run. ○ A vehicle cleaning log will be kept by each driver. ○ All students must perform hand hygiene (hand sanitizer) when entering the bus. Hand sanitizer will be available. ○ Each school bus will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. ○ No sharing of personal items (food, toys, water bottles, etc.)
Students Being Driven or Walking to School	<ul style="list-style-type: none"> • As they arrive, outside, the students will maintain a physical distance of two meters or will be masked. • Students who are being dropped off must be dropped off on the west parking lot and parents must remain in their

	<p>vehicles to best accommodate physical distancing.</p> <ul style="list-style-type: none"> • Students will enter through the main entrance on the right hand side. It will be clearly marked “Entrance”. • Students must Hand Sanitize as they enter. • Students must have masks on as they enter the school. • Those students that are walking or being dropped off are asked to be here no earlier than 10 min before their grade start time. <ul style="list-style-type: none"> ○ Grade 6 start time at 8:30 ○ Grade 7 start time at 8:35 ○ Grade 8 start time at 8:40
Illness Protocols	
Responding to Illness	<ul style="list-style-type: none"> • No one should enter the school if he or she has any symptoms of COVID-19. • Staff and students must wash their hands before donning their mask, before and after removing their mask and before and after touching items by the child/student. Hand washing etiquette and expectations will be reviewed by teachers with students on the first day of school. • All of our classes will be utilizing Google Classroom. Should a student be required to self-isolate or quarantine, our teachers will provide materials for students who are at home if students are healthy enough to do school work. Google Classroom will be the platform that students and parents will use to keep informed. • If a student becomes ill at school they will ... <ul style="list-style-type: none"> ○ Be required to wear their mask. ○ Be shown to the isolation room ○ A parent or guardian will be contacted ○ A parent or guardian will be required to make arrangements to pick up their child. ○ The parent will be asked to have the child tested for COVID 19 by accessing the AHS OnLine Testing Tool ○ Once the child is picked up, anything that the child has touched/used must be cleaned and disinfected. ○ Anything that cannot be cleaned and disinfected will be removed from the classroom and placed in a sealed container for a minimum of 10 days. ○ We will work with our zone medical officer of health who will help identify cases, identify close contacts, create isolation measures and provide follow-up recommendations. • Parents will be notified if a case of COVID-19 is confirmed in the school.

	<ul style="list-style-type: none"> Public Health Officials will contact those who were in close contact with a person with COVID 19. Pine Grove commits to supporting students and staff that are required to self isolate by providing opportunities for them to work and learn from home. Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by AHS and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to cancel classes will be made in consultation with the local Minister of Health.
Pre-Existing Conditions	<ul style="list-style-type: none"> As per the guidance from Alberta Education and the Chief Medical Officer of Health “The students should be tested at least once before returning to school and have a negative COVID 19 test result to confirm that COVID 19 is not the source of their symptoms. These symptoms would be their baseline health status. As long as the cough or runny nose is always the same and does not get worse, the student can attend school. Talk to your school about your child’s pre-existing medical condition so the school may keep confidential records of this condition.”
Daily Expectations	
Food	<ul style="list-style-type: none"> Food cannot be shared or eaten in a buffet style. Any packaging that your child brings in with their lunch will be taken back out with them in their lunch boxes. Microwaves will be removed from classrooms. Pine Grove will discontinue the use of the vending machines. Shared refrigerators and dishwashers will not be used in the school. There will be no use of school cutlery, cups, and dishes. Pine Grove’s Breakfast Program will be closed until further notice. Pine Grove’s concession will be closed until further notice.
Shared Use of Equipment	<ul style="list-style-type: none"> Students will not be permitted to share personal items and equipment (such as pencils, pens etc). When required, all shared equipment will be cleaned and disinfected after each use. Technology (chrome books, laptops) has been added to the supply list to decrease the need of shared chromebooks.
Personal Belongings	<ul style="list-style-type: none"> All students and staff are encouraged to use a backpack for

	<p>all personal belongings.</p> <ul style="list-style-type: none"> • Lunches are to be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.
Electronic Devices	<ul style="list-style-type: none"> • Students are encouraged to - bring your own devices (BYOD). • Student's personal devices are to be labeled and stored with their personal belongings.
Masks	<ul style="list-style-type: none"> • Masks are mandatory for all staff and teachers in Pine Grove Middle School. • If a distance of two meters cannot be maintained in classrooms then masks must be worn. • Masks must be worn in hallways and common areas. • All students will be provided with 2 masks by the Alberta Government. • If families would like more than the two provided then it will be at their own costs. • Some disposable masks will be kept in the office in case of emergencies. • The proper use of masks will be taught to all students on the first day of classes as per Alberta Health Guidelines
Water Bottles	<ul style="list-style-type: none"> • Water Bottles have been placed on the student supply list as water fountains will not be in use. • Students Water Bottles are to be properly labeled and not to be shared. • There is a water bottle filling station at the front of the school.
Physical Distancing	<ul style="list-style-type: none"> • Everyone in the school shall maintain 2 metres physical distancing whenever possible. • Posters will be hung throughout the school to remind students of physical distance. • Decals will be placed on the floor throughout to cue students to physically distance. • Arrows will be used on the floors to help direct the flow of movement from staff and students
Cohorts	<ul style="list-style-type: none"> • Students will be taught about the importance of cohorting on the first day of school, as per the Government of Alberta Guidelines. • Students will stay with their homeroom class throughout the day. • Our schedule will be built to accommodate grade level specialist teachers and educational assistants where

	<p>possible.</p> <ul style="list-style-type: none"> • Wherever possible, physical distancing will be used within the cohort. When physical distancing is not possible the teacher will ensure as much space as possible. • Physical Distancing will be required of students outside of their cohort classrooms. I.e hallways, atrium. • The class will stay in their classroom and the teachers will move to them, apart from Physical Education (Gym and Outside) and some specialised classes like Cree and Michif and French as a Second Language (Atrium/Learning Commons) • Specialized classes will be taught in spaces where social distancing can be utilized.
Engineered and Administrative Controls	<ul style="list-style-type: none"> • All rugs and soft surface furniture will be removed from classrooms • Teachers will arrange their desks in a manner that provides for the most Physical Distancing possible. • Plexiglass will be installed on the front counter to protect visitors and staff from potential exposure. • Portable plexiglass stands will be used in the administrators offices, Family School Liason's Office and the small conference room to remediate when there is limited space. • Face shields will be utilized by all staff. • Directional arrows will be placed on the floor to better direct the flow of traffic in the halls. • The front entrance has two sets of doors. The right hand side will be used as the entrance and the left will be used as the exit. There will be tables set between them inside to direct traffic. • Occupancy limits will be posted beside the bathroom doors and common areas. • Unnecessary furniture will be removed from classes to ensure space is provided for students. • Posters will be hung to promote hand hygiene, respiratory etiquette and physical distancing. These will be posted in common areas, bathrooms, entrances to the school and classrooms.
Traditional/Virtual Education	<ul style="list-style-type: none"> • Parents and guardians are asked to declare how they would like their students to start the year. • Parents and students will have the opportunity to switch from virtual to traditional and vice versa, if they give the school one weeks notice. • This notice will require a phone call with an administrator.

Classes and Programming	
Classroom Hygiene	<ul style="list-style-type: none"> • Everyone entering the classroom must perform hand hygiene. • An emphasis will be placed on hand hygiene, respiratory etiquette and physical distancing as much as possible while in classrooms. • Students and staff will wipe their own workspace such as desks, Chromebooks, etc. before and after using. • Masks will be used if close contact is necessary
Class Sizes	<ul style="list-style-type: none"> • Class sizes will be similar to previous years as there is no additional funding to hire more teachers. • Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom. • In circumstances where 2 metres of physical distance is not possible (especially if the circumstance requires prolonged close contact for longer than 15 minutes), teachers, staff and students will wear face masks to protect one another.
Classroom Practices	<ul style="list-style-type: none"> • Teachers will move between classes and students will remain. • Teachers will have and follow seating plans for all classes. • These seating plans will be posted beside the door of the classroom. • Each class will be considered a cohort and interaction between cohorts will be minimized. <ul style="list-style-type: none"> ◦ Within each cohort (classroom), students will maintain the greatest physical distancing possible to minimize the risk for disease transmission (i.e., spacing between desks).
Music	<ul style="list-style-type: none"> • Music classes will focus on Music Appreciation, Music Theory and Rhythm. • Pine Grove will not be producing a musical this year.
Physical Education	<ul style="list-style-type: none"> • Physical Education and Daily Physical Activity classes will take place outdoors where possible. • The Physical Education Department will meet at the beginning of the year to determine the activities and sports that will be covered that best support physical distancing. • Students will not change for Physical Education class or Daily Physical Education. They will still require a change of shoes for the gym floor during the winter months when outdoor activities are not possible. • Gym lockers will not be used this year.

Staying Caught Up	<ul style="list-style-type: none"> • If students are sick or unable to attend school, teachers will support students to access their learning via Google Classroom.
Extracurricular Activities and Field Trips	<ul style="list-style-type: none"> • Extracurricular activities will be postponed at this time. • All Field Trips requiring bussing will be postponed at this time. • There will be no overnight field trips. • This will be reviewed as the year progresses.
Cleaning Protocols	
Hand Hygiene	<ul style="list-style-type: none"> • Recommended Protocols <ul style="list-style-type: none"> ○ Before leaving home, on arrival at school, before and after leaving school. ○ After using the toilet ○ After sneezing and coughing ○ Before and after breaks and sporting events ○ Before and after eating ○ Before touching your face ○ Whenever hands are visibly dirty. • Hand Sanitizer Bottles will be at the entrance and exits of the school. • Signs will be posted, requiring its use as staff and students enter and exit the school. • Hand soap will be readily available in all bathrooms and at all sinks. • Signs with hand washing directions will be posted by each sink • Hand Sanitizer will be provided in each classroom and stored by the door. The students and staff will be required to sanitize as they enter or exit the classroom. • When students' hands are visibly dirty or they require a wash with soap they will be given the opportunity to use the sinks in the bathroom for washing.
High Touch Areas	<ul style="list-style-type: none"> • Refrigerators, Microwaves, Dishwashers and Vending Machines will not be used. • There will be increased frequency of cleaning and disinfecting of high-touch areas. • Custodial hours will increase as needed
Bus Cleaning	<ul style="list-style-type: none"> • Drivers will increase the frequency of cleaning on high touch surfaces
Cleaning Workspaces	<ul style="list-style-type: none"> • Materials for students and staff to use for cleaning the workspace will be provided in the classroom

	<ul style="list-style-type: none"> • Their workspaces will be cleaned at the beginning of each day, before and after eating, and at the end of each day. Our students will stay in the same class apart from Physical Education (Gym) and some specialized classes such as Cree and Michif and French as a Second Language for Grade 7 and 8 (Atrium).
Meeting Protocols	
Physical Meetings	<ul style="list-style-type: none"> • All meetings will be held in a space that is large enough to accommodate physical distancing or will be done virtually. • Anyone attending meetings must have used the self assessment checklist.
School Council Meetings	<ul style="list-style-type: none"> • School council meetings for the 2020–2021 school year may go ahead. These meetings must follow Alberta Health restrictions for social gatherings as well as the safety protocols and expectations outlined in both the provincial School Re-entry Plan and this COVID-19 Division Re-entry Strategy. Schools will support their school council members to determine if they will hold in-person meetings or online virtual meetings. Any in-person meeting must adhere to COVID-19 health and safety protocols.