



**MAC Islamic School (MIS)
and
Creative Minds Preschool (CM)**

Re-Entry Plan

IN RESPONSE TO COVID-19

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INTRODUCTION

The purpose of this plan is to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to MAC Islamic School (MIS) and Creative Minds Preschool (CM). The guidelines referenced in this plan are based on guidance from Alberta Education, Alberta Health Services (AHS), the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by Alberta Education and AHS.

The following documents are used to guide re-entry plans:

Alberta School Re-Entry

<https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx>

August 20, 2020 School Re-Opening Guidance

<https://open.alberta.ca/publications/covid-19-information-guidance-school-re-entry-scenario-1>

August 20, 2020 Implementing School Re-Entry Guidance

<https://www.alberta.ca/assets/documents/covid-19-implementing-school-re-entry-guidance.pdf>

August 20, 2020 School COVID Outbreak Guidance

<https://open.alberta.ca/dataset/covid-19-in-school-k-12-resource-guide-for-schools-before-during-and-after-a-covid-19-outbreak>

August 20, 2020 School Resources

https://mcusercontent.com/d18327b98f3a8848343c49798/files/636da73a-91e3-4cca-81bf-2414a7f49f51/COVID_19_School_Reopening_Resources.01.pdf

July 21, 2020 Alberta School Re-Entry Plan

<https://open.alberta.ca/publications/2020-21-school-re-entry-plan>

AHS Getting the Facts for Back to School

https://open.alberta.ca/dataset/da414fca-01d3-4578-bb34-51b58b4cf945/resource/35d087fd-071c-4929-ba54-f49f30d29e92/download/edc-covid-get-facts-back-to-class-for-2020-21-faq_v3.pdf

COVID-19 Alberta Health Daily Checklist

<https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/6607784e-b42e-46c2-ba76-031c3b0217c5/download/covid-19-relaunch-daily-checklist.pdf>

COVID-19 Parents' Guide 2020-21 School Year

<https://open.alberta.ca/dataset/ee687c03-af4e-4e08-9a5c-2b913ebdf31b/resource/b843cc75-d224-4cb3-b9b6-5e6eebad7bbb/download/edc-covid-parents-guide-2020-21-school-year.pdf>

June 2020 Alberta School Re-Entry Plan

<https://open.alberta.ca/dataset/a3910dd5-d52f-4a7d-821f-a381002419e9/resource/d471d835-5cff-424b-92f7-fdaa7480601a/download/edc-covid-2020-2021-school-re-entry-plan.pdf>

Alberta Pandemic Info

<https://www.alberta.ca/pandemic-influenza.aspx>

Alberta Pandemic Guide

<https://open.alberta.ca/dataset/c89245b6-a7fc-4c24-be87-c2686341ffb5/resource/a652811e-42f2-4c0d-90af-54e0e759e05e/download/2014-albertas-pandemic-influenza-plan-apip-march-2014.pdf>

Alberta Occupational Health & Safety Website

<https://ohs-pubstore.labour.alberta.ca/covid-19>

AHS Public Disease Management Guidelines

<https://open.alberta.ca/dataset/a86d7a85-ce89-4e1c-9ec6-d1179674988f/resource/ba1e9346-ac17-4dba-b957-47d1230dd2b3/download/covid-19-guideline-2020-05-21.pdf>

World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none">• Supplies, equipment• Prepare detailed work schedule for phases• Prepare building and transportation for reopen with thorough cleaning
Phase 1	June - August	<ul style="list-style-type: none">• Implement social distancing protocol and open facilities with limited access/use
Phase 2	September	<ul style="list-style-type: none">• First day of school for students on Sept. 3• Staggered re-entry on Sept. 3 & 4• Expand full operation based on recommendations and data from Alberta Education and AHS

STUDENT & EMPLOYEE SAFETY

Promoting a welcoming and caring environment is important to a positive school climate. However, the safety of our students and staff remains the school's primary concern. Participation is important to help us take precautionary measures to protect you and everyone in the building.

VISITORS & PARENTS IN SCHOOL

To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, parents and visitors will be asked to:

- Complete the *AHS COVID-19 Daily Checklist*
- Wear a face mask
- Visit by appointment

For the safety of our students, appointments will not be issued at dropoff or dismissal times. Appointments will be made as follows:

- Monday through Thursday: Between 8:30 to 2:30 and 3:40 to 4:00
- Friday: Between 8:30 to 1:00 and 2:00 to 4:00 on Fridays .

Upon arrival, please call the Office (780) 453-2220 and wait in your car until you are let in the school building. Visitors and parents will sign in the Office and complete the *AHS COVID-19 Daily Checklist*. Parents will be asked to wear a face mask (covering the mouth and nose) while in the school.

PARENTS' ROLE IN KEEPING SCHOOLS SAFE

According to Alberta Education and Alberta Health Services:

1. Parents will screen their child(ren) for symptoms every morning.

Every morning parents must check to see if their child has any of these symptoms. If yes, they must stay home.

- Fever, cough, shortness of breath/difficulty breathing, sore throat, chills, painful swallowing
- Runny nose/nasal congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea
- Muscle/joint aches, headache
- Conjunctivitis (Pink Eye)

2. Students, parents or family members may 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 for COVID-19
- Have traveled outside of Canada in the last 14 days
- Had close contact with someone who has traveled outside of Canada in the last 14 days and who is ill

3. Keep a safe 2 metre distance

- During drop-off and pickup
- During interactions with staff members or other students and parents

4. Pick up children from school promptly if they show symptoms

- You will be asked to pick up your child from school immediately if they show symptoms
- Please ensure the school has the most up to date contact information

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Staff members, students, parents and visitors should practice staying approximately 2 metres (6 feet) away from others.

In the event that a 2 metre distance between each individual is not possible, the following precautions will be taken:

- Traffic Flow – Staff, students and visitors should travel single file in the hallways and try to maintain the social distancing requirement of 2 metres between cohort class groups
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visits will be avoided
- Assemblies & Congregational Prayers - limited to about 50 students and maintain 2 metre distance between cohorts (classes); each student and staff member will bring own prayer mat
- Assemblies & Congregational Prayers - not open to parents and visitors (until further notice)
- Staggering student prayer and recess times
- Drop-off & Dismissal - parents will wait outside for students to limit contact
- Out of school field trips will be postponed until further notice
- Students should have their own supplies and avoid sharing
- Food sharing is not permitted
- Cohorting of students by classes
- Desks should be arranged so they are not facing each other
- Where 2 metres is not possible, extra emphasis should be placed on hand hygiene, respiratory etiquette, not participating when sick, and sanitizing surfaces (with Clorox wipe or sanitizing spray) on a regular basis. Students in grades 4 and higher and staff members must wear a face mask. It is encouraged that younger students in Kindergarten to grade 3 wear masks during drop off, dismissal and hallway transitions.

SNACK & LUNCH

Students may bring their own meals or be served individually packaged hot lunch meals in the classrooms. MIS & CM will use disposable food service items for hot lunch.

Bake sales will be discontinued until further notice. When bake sales resume upon notice, snacks will be individually wrapped.

SCHOOL BUS PROTOCOLS

Guidelines

1. Students and bus drivers must sanitize hands upon entering the bus.
2. All students and staff are required to wear a mask while on the bus.
3. Assign and label seats with student names.
4. Members of the same household can sit together at a maximum 3 per seat
5. Students will start loading from the back seats to the front
6. Students will unload from the front to the back.

7. Students start unloading from the front seats to the back of the bus
8. Students should wash hands before leaving the house in the morning.
9. Parents must administer the AHS Questionnaire (daily self screening) before boarding the bus.

Bus Drivers

The bus driver must follow all the following protocols.

- Sanitize the bus before students enter.
- Students, parents or staff should not be in the pick-up area or enter the bus if they have symptoms of COVID-19. Bus drivers will inform the parents and office immediately if a child demonstrates COVID related symptoms.
- The driver should be provided with a protective zone, including a non-medical mask
- Bus teacher will receive the students from the bus, keep the distance between them in line, and enter them to school.
- Bus teacher will be in the hallway and responsible for ensuring that students enter the bus safely
- Bus teacher will pick up the students from the bus in the morning.
- Assign bus monitors from the students. Bus monitors will make sure that students are following expectations while lining up for the bus, as well as during the bus ride.

Checklist for Bus Driver

- Bus drivers must wear a mask.
- Sanitize the bus before students enter.
- When loading students, students should be seated starting from the back of the bus.
- Make sure students are seated according to the seating plan.
- When unloading students, start from the front to the back

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

TRANSPORTATION CHECKLISTS

Sanitation logs will be turned in to the Bus Coordinator at the end of each month. All surfaces must be cleaned with a disinfectant solution. Bus drivers and students will wear masks at all

times. The bus drivers and students may be asked to perform and document temperature checks.

HEALTH MEASURES AT SCHOOL

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete the *AHS COVID-19 Daily Checklist*. At this time a temperature reading is not required. The questionnaire requires answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Muscle pain, Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the Office.

HANDOUT: AHS COVID-19 Daily Checklist

<https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/6607784e-b42e-46c2-ba76-031c3b0217c5/download/covid-19-relaunch-daily-checklist.pdf>

COVID19 SYMPTOMS

If an employee or student becomes ill in school, he/she will immediately report to the Office and inform the Principal. To help protect other employees and students and prevent the spread of the potential virus, the following procedures will take place:

- The *Alberta Health Daily Checklist* will be completed and documented in the office.
- A mask and gloves will be provided.
- The staff attending the suspected infected person, should also wear a protective mask and gloves while working within 2 metres of the suspected infected person.
- The office staff must identify persons who may have come in contact with the suspected infected person.
- The office staff will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The Office area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

- The employee or student will be asked to be tested for COVID-19. If COVID test results are positive, then Alberta Health Services will conduct an investigation. In the event of an occurrence of COVID, further guidelines will be provided by Alberta Health.

HEALTH PROTOCOL FOR EMPLOYEES

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact the Principal. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 14 days have passed since symptoms first occurred
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

SIGNAGE

AHS signage will be placed throughout the offices and school.

FACILITIES CLEANING

The safety of our students and employees are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 2 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/ 2 times a day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

DEEP CLEANING

Deep cleaning is routinely scheduled for August, December and March.

Deep cleaning will also be triggered when an active employee or student is identified as positive for COVID 19 based on testing. Schools may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces. In this event, AHS Guidelines will be adhered to.

PREVENTIVE MATERIAL INVENTORY

MIS & CM will have a supply of:

1. Soap, disinfectants, hand sanitizer and paper towels
2. Gloves and face masks
3. Touchless thermometers for employee and student screening

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination. *Please note that social distancing should still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

MIS & CM staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. MIS & CM has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The MIS & CM Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Breakrooms or Multipurpose Rooms– Maintain social distancing of 2 metres. Wash hands with soap before using shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room– Maintain social distancing of 2 metres. Staff must wear a face mask. Use hands sanitizer before and after using the copy machines.

CONFERENCE TRAVEL RESTRICTIONS

Staff members will discontinue staff travel to conferences and workshops until further notice.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Families and staff members should seek the support of mental health professionals as needed. See the following information from Alberta Health Services:

<https://www.albertahealthservices.ca/assets/info/amh/if-amh-mhpic-disaster-pandemic-covid-19-and-your-mental-health.pdf>

COVID-19 and Your Mental Health

A public health emergency, like the COVID-19 outbreak, can be stressful, especially for people who have a pre-existing medical condition, who are traveling, or are separated from friends and family members at home and abroad.

For individuals and communities who have to self-isolate, are choosing to socially distance themselves, or who have otherwise directly been impacted by COVID-19, there may be heightened awareness, concern, anxiety, and fear. For many, a sense of loss or feeling like you don't have control may be common. Try to be patient with yourself and others because people may not cope like they usually do.

Helpful Tips:

- Focus on getting information that will help you take practical steps to protect yourself and your loved ones. Taking in too much or constant information about COVID-19 can cause you or those around you to feel worried or anxious.
- Limit the amount of time you spend watching, reading, or listening to news about COVID-19. Seek information at specific times once or twice a day, for example once in the morning and once in the evening.
- Get the facts about COVID-19 from reliable sources such as www.alberta.ca/coronavirus-info-for-albertans.aspx#p22780s1 or Health Canada www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html.
- Focused on the positive. There is effective care for COVID-19; people with COVID-19 are recovering and after recovering from COVID-19, will go on with their lives, including jobs, families and loved ones. Keep in mind that this situation is temporary, and eventually things will return to normal.
- Find comfort in your spiritual/personal beliefs and practices.
- Maintain your regular routines as much as possible. Focus on what needs to happen today, and make a list of what you need to do in the next day or week to keep yourself safe and comfortable.
- Be mindful. Pay attention to your thoughts, feelings, and body sensations. This can help you understand why you're feeling anxious or stressed. If you're having trouble managing your stress or anxiety talk to someone you trust, contact your healthcare provider, or call the Mental Health Helpline at [1-877-303-2642](tel:1-877-303-2642).
- Practicing breathing techniques is a one way to help you manage stress and anxiety. It can calm your nervous system and help you think more clearly. Take a slow deep breath in as you count to 5 and then exhale, also counting to 5 (repeat 10 times). Practice doing this throughout your day.
- Be sure to rest and try to get enough sleep. Lack of sleep can make you feel overwhelmed, which will make it harder to cope during stressful times.
- Avoid or limit drinks with caffeine (e.g., pop, coffee, tea, energy drinks), they can make you feel anxious or restless and affect your sleep.
Mental Health Promotion & Illness Prevention Provincial Addiction & Mental Health
Email: hpdpip.mh.earlyid@ahs.ca
- For those with an existing mental illness (e.g., anxiety disorders like post-traumatic stress disorder, mood disorders like major depressive disorder and/or psychotic disorders like schizophrenia) no alcohol use is the safest choice. Alcohol use can make symptoms of the mental illness worse.
- For parents and caregivers, try to model healthy and positive coping skills. Your child sees your emotions through your words, facial expressions, and actions. How you respond to the stress of a pandemic can affect how your child reacts. Modeling calm and constructive reactions to the event will help your child feel calmer and cope better. It's okay to have strong emotions. Name them (e.g., "I feel frustrated." or "I feel sad."). Talk about how you feel and how you're going to cope (e.g., deep breathing, positive thinking) so your child learns how to do the same.

- If you are in self-isolation or you have been advised by health authorities to limit contact with others it's important to still keep your personal care routines (e.g., bathing), engage in healthy activities (e.g., stretching, meditation, listening to music), and connecting with friends and family through phone calls, text messaging, email, Skype, and face-time.
- If you decide to voluntarily socially distance yourself, consider spending time at home with friends and family. Find activities that you can do together like making and sharing meals, playing games, or watching TV.

Helpful Resources

Health Link: [811](#)

Mental Health Helpline: [1-877-303-2642](#)

Kids Help Phone: [1-800-668-6868](#)

Provincial [211](#) (provides referrals for community, government, and social services)

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School Checklists
3. Disinfection Measures
4. Transportation

5. On Site Health Screening & Daily Self-screenings
6. Visitors
7. Cleaning Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Guidelines provided by Alberta Health Services & Alberta Education
<https://www.alberta.ca/k-to-12-school-re-entry-2020-21-school-year.aspx>
2. Teachers, students, and parents need to check their email often.
3. Visit our school's website
4. Follow our social media platform (Facebook)
5. Google Classroom

SECTION II. DISTANCE LEARNING

MIS developed a COVID19 Health & Safety Committee to organize and develop systems in place for the school's reopening. The committee members are selected from the Parent Council and the staff get a diverse set of knowledge and skills. The committee meets twice a month. The Principal guides the team and keeps detailed notes for reporting. Health & Safety updates and documents are shared with the Management Committee for review. If you wish to join the Health & Safety Committee, please contact the Principal via email at principal@macislamicsschool.com

More specifically, the Principal and the Health & Safety Committee will research and address the following:

- 1. Optimize Facility, Safety, and Security**
 - Develop the re-entry plan of students and staff in the building and outline all safety protocols in accordance with AHS and Alberta Education
- 2. Optimize All Available Resources**
 - A needs assessment was created to help the district understand the technology needs of the families. Grants will be actively pursued.
- 3. Optimize Student Services**

- A counselor will serve to develop better systems to address the social-emotional well-being of our students. In addition, they will work to address any parent concerns.

4. Optimize Instructional Services

Re-entry Plan: We will gather data through a baseline assessment. It could be RAZ Kids, Scholastic reading assessments, Fountas & Pinnell or IXL. Teachers will administer pre-assessments in ELA and Math during the second week of school.

Instructional Gaps: We will take the data from the baseline assessment to determine where the gaps are with each student. Since they have been out of school for around 21 weeks, we expect there to be larger gaps than if they were just out for the summer. Especially in K-2 since they are foundational grade levels.

Scope and Sequence: Since we will not be starting out like a normal school year, our scope and sequence will look a lot different. We will need to integrate previous grade level instruction. Teachers will review basic ELA and Math skills in September.

At Home Learning Packets, Online Learning: Should distance learning ever happen again, we will support our students.

DISTANCE LEARNING: ONLINE INSTRUCTION

A full distance learning (Scenario 3) or hybrid distance learning (Scenario 2) may only be implemented when mandated by Alberta Education and Alberta Health Services.

Google Classroom, Google Meet and Zoom are our online components to help deliver weekly live and recorded instruction from the classroom teacher.

Parents communicate with teachers via email. Students communicate with teachers via Google Classroom.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses in the event of distance learning, students are expected to complete assignments and assessments.

Report Card Protocols

The progress of students not completing academic packets or opting not to participate during distance learning will be reflected on report cards.

RECEIVING AND RETURNING STUDENT WORK

In the event that Alberta Education and Alberta Health Services mandates distance learning in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, the district is developing the use of Google Classroom for all students. Parents will contact teachers via email.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by MIS & CM staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

Parents will make arrangements with the classroom teachers for packets. Teachers will place all packets in the lobby for pickup.

PACKET RETURN

MIS & CM Re-Entry Plan, Sept. 2020

Drop off all packets in the lobby at MIS or mail them to the school. Indicate the teacher's name, student's name & grade on the packet.

MAC Islamic School

Attention: Teacher's Name

11342 - 127 St.

Edmonton, AB

T5M 0T8

SECTION III: IMPORTANT AHS INFORMATION

COVID-19 INFORMATION

Screening Questionnaire

COVID-19 ALBERTA HEALTH DAILY CHECKLIST

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior entering school daily. If an individual answers YES to any of the questions, they must not be allowed to attend school. Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ 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?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

** 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above

COVID-19 INFORMATION

PARENTS' GUIDE 2020–21 SCHOOL YEAR

Return to near normal daily in-school classes with health measures



Learning in the new school year

Students will return to school daily at the beginning of the new school year. There are health measures that everyone has to follow to reduce the risk of COVID-19 and help stay safe.

While your school will develop a plan to meet the government's health recommendations, everyone will have a role to play.

PARENTS' ROLE IN KEEPING SCHOOLS SAFE

Screen for symptoms every morning

Check every morning to see if your child has any of these symptoms. If yes, they must stay home:

- Fever, cough, shortness of breath/difficulty breathing, sore throat, chills, painful swallowing
- Runny nose/nasal congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite
- Loss of sense of taste or smell, muscle/joint aches, headache, Conjunctivitis (Pink Eye)



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

Use the [Self-Assessment tool](#) to check if your child should be tested for COVID-19.



Keep a safe distance

Keep 2 metres between you and others when possible:

- During drop-off and pick-up
- During interactions with a teacher, school staff or other parents and students

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. Please ensure the school has your most up-to-date contact information so they may reach you if your child needs to be picked up.

For more details: alberta.ca/returntoschool

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Taking your child to school

If your child normally takes the bus, consider taking them directly to school if your personal situation allows for it. This would help with physical distancing on the bus for students who do not have other options besides taking the bus.

WHAT STUDENTS NEED TO KNOW

Cohort

A cohort—or bubble—is a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom.

The risk of COVID-19 is reduced by limiting exposure to others. Staying in a cohort also makes contact tracing easier and faster if there is a suspected case of COVID-19.

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

- Sanitize hands before entering school and classrooms
- Keep a distance between others and follow marks in hallways
- Do not share food or personal items
- Cover coughs and sneezes
- Tell staff if feeling sick at school
- Lunch and recess time may change to allow for more physical distancing
- Students may be asked to stay in their own cohort to decrease contact with others
- Students who take the bus will have to sit in the same seat every day.

Your child may feel nervous about what school will be like. While there will be changes, the key school experience will be the same as before—they will learn in class with their teacher and see friends.



HEALTH MEASURES AT SCHOOLS

Schools will follow detailed health guidelines to prepare for the return of students. For example:

- More cleaning and disinfection of high touch areas and shared equipment
- Allow for physical distancing when possible, which may include:
 - Stagger pick-up and drop-off times
 - One-way or marked hallways and designated entrance and exit doors
- Leave space between desks and tables
- Stagger start and end-times for classes and lunchtime to avoid crowded hallways and lunchrooms
- Limiting bathroom occupancy
- When physical distancing is not possible, extra emphasis will be on hand hygiene, covering coughs and sneezes, and cleaning.
- Students, where possible, will be cohorted by class.

For more details: alberta.ca/returntoschool

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COVID-19 INFORMATION

GET THE FACTS: BACK TO CLASS FOR 2020-21

Returning to daily in-class learning at schools

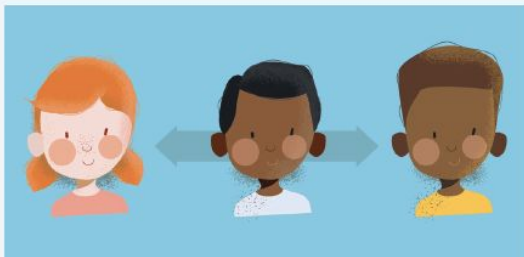
The decision to allow in-school learning with public health measures in place weighs the risks of prolonged school closures on students' educational experience and overall wellbeing against the risk of COVID-19 outbreaks.

The experience of other countries indicated that closing schools was not a significant factor in limiting community spread of COVID-19. Health officials in Alberta closely watched the situation in other provinces and countries who returned to school earlier to evaluate the most effective public health measures at schools.

Public health measures

The public health measures include students and staff members staying home when sick, frequent hand washing and/or hand sanitizing before and after entering the school and classrooms, increased cleaning of surfaces at schools and on buses, avoiding sharing personal items, maintaining a physical distance of 2 metres from others when possible and keeping students in cohorts (groups).

Parents, students and staff are expected to complete the daily screening checklist on a daily basis prior to entering the school. Visitors should also use the self-screening questionnaire to determine whether they may enter the school.



For more details: alberta.ca/returntoschool

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Handling situations when students cannot keep 2 metres away from others

If physical distancing is not possible, it is strongly recommended to put extra emphasis on hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis before and after activities.

In a classroom, if desks cannot be kept 2 metres apart, students should be seated so they are not facing each other, such as arranging desks in rows. This way, students are not likely to cough directly on the face of another student.

In addition to physical distancing, arranging groups into cohorts can reduce the risk of COVID-19 transmission by limiting contact and potential exposure to a small group instead of the whole school.

Safety for students or staff with underlying medical conditions

For students with underlying medical conditions or risk factors, parents should consult their child's physician to consider the health risks and make a decision that will best support the child. Contact your child's school to discuss available options and support. School staff should also consult a physician and discuss available options and support with their school board.

Alberta



Wearing masks at school

Students and staff may choose to wear a face mask to protect one another. If students or staff choose to wear face masks, care should be taken to ensure the mask is used correctly and safely. Practices such as physical distancing, cohorting, hand washing, staying home when sick and increased cleaning of surfaces continue to be the priority public health measures.



If a student shows symptoms at school

Parents will be asked to pick up the child from school immediately. The student will be asked to wear a non-medical mask if able to do so safely, and be isolated in a separate room or kept at least 2 metres away from others. Parents should ensure the school has their most up-to-date contact information.

If a student has symptoms related to allergies or a pre-existing medical condition

The student should be tested at least once before returning to school and have a negative COVID-19 test result. 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 a confidential record of this condition.

How long student/parent/staff members should isolate after having symptoms

You are legally required to isolate for a minimum of 10 days, or until symptoms resolve whichever takes longer, if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing health condition or if you test positive for COVID-19.

If you tested negative and have no known exposure to the virus, stay home until your symptoms resolve. If you tested negative and have had an exposure to the virus, you are legally required to quarantine for 14 days from the exposure date.

If there was a COVID-19 case at school

A public health team will investigate the case to find out when the symptoms developed and support the school to minimize the spread. It is likely that only the group of students and staff who came in close contact will be required to stay home for 14 days, and not the whole school. Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the case.

Public health measures for school buses

The public health measures for school buses include increased cleaning and disinfection of high touch surfaces, maintaining a protective zone for the driver, assigning students to seats that are grouped with other household members, and using loading/unloading procedures that support physical distancing of 2 metres between students when possible.

For more details: alberta.ca/returntoschool

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2020-21 School Bus Guidelines

1. Students and bus drivers must sanitize hands upon entering the bus.
2. All students and staff are required to wear a mask while on the bus.
3. Temperature checks will be taken until further notice.
4. Assign and label seats with student names.
5. Members of the same household can sit together at a maximum 3 per seat.
6. Students will start loading from the back seats to the front.
7. Students will unload from the front to the back.
8. Students start unloading from the front seats to the back of the bus
9. Students should wash hands before leaving the house in the morning.
10. Parents must administer the AHS Questionnaire (daily self screening) at home before boarding the bus.

Bus Protocol

The bus driver must follow all the following protocols.

- Sanitize the bus before students enter.
- Students, parents or staff should not be in the pick-up area or enter the bus if they have symptoms of COVID-19 or a temperature above 38 degrees Celsius.
- The driver should be provided with a protective zone, including a non-medical mask
- Bus teacher will receive the students from the bus, keep the distance between them in line, and enter them to school.
- Bus teacher will be in the hallway and responsible for ensuring that students enter the bus safely
- Bus teacher will pick up the students from the bus in the morning.
- Assign bus monitors from the students. Bus monitors will make sure that students are following expectations while lining up for the bus, as well as during the bus ride.

Checklist for Bus Driver

- Bus drivers must wear a mask.
- Sanitize the bus before students enter.
- Take a temperature reading, until further notice. Students with temperature reading above 38 degrees Celsius may not ride the bus.
- When loading students, students should be seated starting from the back of the bus.

- Make sure students are seated according to the seating plan.
- When unloading students, start from the front to the back



Bus Driver Sanitization Log

Bus Driver:	Bus:	Month:
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Check when complete and submit to the Office each month.

Date	Sanitize Seats and Handrails before students enter the bus	Take temperature reading before students enter the bus, until further notice	Daily Hand sanitization for students and driver	Masks worn daily by students and driver

MIS & CM Re-Entry Plan, Sept. 2020
