



August 7, 2020

Dear Calgary Arts Academy Community:

We look forward to welcoming our community back!

Following the government announcement on July 22, all Alberta school jurisdictions were directed to implement school re-entry Scenario 1. We know you have many questions/concerns about school reopening. This plan will provide guidance.

We cannot stress enough that your support, diligence with following protocols and patience is essential for the health and safety of our students, families and staff. Please take the time required to read through the entire re-entry plan.

There are three possible provincial Scenarios which we are prepared to operationalize, if required. More information can be found within the [Alberta Government Requirements and Guidelines for School Re-Entry Planning](#) document.

This document will also provide some information regarding what will occur should we move to Scenario 2 or Scenario 3.

On August 19, 2020, we will reopen our doors following Scenario 1 guidelines provided by the Honourable Minister of Education and Alberta's Chief Medical Officer. Additional precautions will be taken, based on CAA community feedback.

These include:

1. Using the gym as classroom space at the Education Centre.
2. Implementing a staggered entry procedure at both schools for a two-week period.
3. Ensuring availability of facility operators during school operating hours.
4. Closure of the Knob Hill Campus playground equipment during school hours.

"There is no risk-free approach to living with COVID-19." - Dr. Deena Hinshaw

One thing we know for sure is that there will continue to be changes as new information and guidance is provided. Any changes or adjustments will be communicated to our learning community.

The following risk mitigation has been completed:

General Building Safety

- Thorough cleaning of both schools
- Flushing of water systems
- HVAC systems have been serviced
- All area rugs and soft furnishings have been removed

You can find more information to share with your children below:

- [Alberta Education Video-Returning to school safely \(Elementary Students\)](#)
- [Alberta Education Video-Returning to school safely \(Junior High and High School Students\)](#)
- [Alberta Education COVID-19 Information for Kids](#)
- [Use of Hand Sanitizer, Washing Hands with Soap and Water,](#) and [Cover Your Cough.](#)

Safety and security require adherence to strict protocols. While this will be the expectation, CAA values, beliefs and creativity will be honoured as we move through this process.

We welcome your feedback, deeply care about the welfare of our community and will continue to work with staff to support our re-entry plan.

Sincerely,

CAA Society Board of Directors
CAA Administration

Calgary Arts Academy - A Public Charter School Re-Entry Plan - August 2020

Key Expectations to reduce the risk of COVID-19 transmission:

1. Parents will screen students daily before school using the [Pre-Screening COVID-19 Checklist](#). Students must stay home if symptomatic. Parents will pick up students if they develop symptoms during the day.
2. To limit the number of people in the buildings and limit the spread of COVID-19, we ask that parents do **not** enter the building. This will help us ensure a safe environment for our students and staff members. Should a parent/visitor have an appointment, they are required to use the main entrance, complete a screening survey, sign the visitor book and sanitize their hands upon entering and leaving the building.
3. Morning Drop Off Procedures and After School Dismissal Procedures need to be followed.
4. Students are not to bring any items to school unless approved, with the exception of a back pack, inside shoes, water bottle and lunch.
5. CAA recommends that all students (K to 10) wear masks. Masks are mandatory for Years 4 to 10.
6. Students must be able to manage food without assistance. Staff are unable to assist with opening packaging etc.

Staggered Entry

The purpose is to support students and staff by providing strong understanding and practice of procedural changes. This will allow students and staff time to have a strong start to the school year.

Staggered Entry for all Students (Kindergarten to Year 9) Attending Either CAA Elementary or Middle School

1. All last names starting with A through J will attend together for four alternating days and all last names starting with K through Z will attend together for four alternating days.
2. All Year 10 students will begin together as a class on August 19. Year 10 students will meet at the Transalta Performing Arts Studios building on the first day of class.

School Hours Knob Hill Elementary School: 8:33 a.m. - 3:00 p.m.

School Hours Education Centre Middle School: 8:55 a.m.- 3:30 p.m.

Last Name	Days to Attend
A - J	Wednesday, August 19 Friday, August 21 Tuesday, August 25 Thursday, August 27 Monday, August 31 Wednesday, September 2
K - Z	Thursday, August 20 Monday, August 24 Wednesday, August 26 Friday, August 28 Tuesday, September 1 Thursday, September 3

All Year 10 Students	August 19 - September 3
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Professional Development Re-opening Reflection/Planning	Friday, September 4 No classes for students
Professional Development Day Planning	Tuesday, September 8 No classes for students
All students welcome!	Wednesday, September 9

At-Home Learning

The provincial goal is for students to attend school.

If you are not comfortable sending your children to school at this time, Calgary Arts Academy will provide a modified At-Home Learning program for Years 1 to 9 **beginning September 1st and ending on December 18th**. This program requires

significant commitment from both students and parents. **In order to access this program, parents are required to email kloftus@caaschool.com by August 14, 2020.**

You are committing to At-Home Learning for the entire term. This will allow us to provide required staffing. Mid-term changes cannot be accommodated. We will re-evaluate the At-Home Learning program at the end of December.

Parent communication and student connection will be supported. Clear expectations and instructions will be shared with parents, including attendance and participation. We will provide technology devices as required and instructional resources to support learning.

In addition, At-Home Learning will be provided for families whose circumstances do not allow students to attend in-school classes due to medical fragility, family medical concerns or other serious considerations that have a specific time requirement. This situation applies with approved student absence. In this circumstance, students are able to return to school at any time.

In-school procedures

- Increased cleaning and disinfection of high touch areas and equipment.
- Water fountains will remain available for filling water bottles only.
- Handwashing is encouraged. Alternatively, hand sanitizer will be provided.
- Students, staff, parents and visitors are required to use hand sanitizer upon entrance. Hand sanitizer stations are available throughout the school.
- Proper hand washing reminders are posted at all washing and sanitizing stations.
- Students are required to wash hands/sanitize before leaving home, on entering the school bus, on entering the school, on entering and exiting the classroom/learning studio, after using the washroom, after sneezing/coughing, before and after eating, before and after touching face, on exiting the school and when hands are visibly dirty.
- Staff members are required to follow the student handwashing protocols as well as before and after assisting students with eating, administering medication or completing cleaning tasks. Additionally, hand washing is required after contact with body fluids, when putting on and taking off a mask, after handling garbage and regularly throughout the day.

Masks

The Alberta Government has advised that each student will be provided with two masks. The masks will be distributed once received. For the first day, please provide a disposable mask, just in case. CAA encourages all students to wear masks, including Kindergarten to Year 3.

Year 4 to 10 students are required by provincial direction to wear a mask. Those who arrive at school without a mask will be provided with a disposable mask. Students will be instructed when it is possible to remove masks in the classroom setting.

We encourage parents to wash non-disposable masks daily.

All staff members are required to wear masks. Face shields are optional. These will be provided to staff members. Staff members may remove their masks for short periods of time, when socially distanced and providing large group instruction.

Please refer to [Alberta's Mask Information Documents](#) for more information.

Forehead Thermometers

Four forehead thermometers are available at each site. Thermometers will be used according to protocol required in each Scenario. For Scenario 1, thermometers will be used when students or staff are not feeling well or demonstrate symptoms associated with COVID-19.

Student Care

CAA Student Care is a private company that provides services for CAA families. More information will be provided when planning is complete.

Screening

- **Parents are required to screen students daily before bringing them to school.** [The self-screening form is available here.](#)
- Students with symptoms listed on the form must remain at home.
- All staff entering the school will self-assess daily. If any symptoms are present on the self-screening form, they must remain at home.

- If symptoms are present, complete the [AHS Online Self-Assessment Tool](#) and seek medical assistance.
- Signs are posted throughout the school reminding persons not to enter if they have any symptoms, even if symptoms resemble a mild cold.
- Remember - STAY HOME IF SHOWING ANY SIGNS OF ILLNESS!

Cohorting

- A cohort is defined as a group of students and staff who remain together.
- All students will be organized in cohort groups that stay together throughout the day.
- Cohorting is advisable to reduce the risk of transmission by limiting exposure to others as well as to facilitate contact tracing if needed.

Physical Distancing

- Physical distancing is a useful measure to help prevent the spread of disease.
- This is challenging in a school setting. Physical distancing will remain a focus in and outside the school throughout the day.
- Classroom furniture will be placed to maximize physical distancing.
- Seating in public areas has been restaged to promote physical distancing.
- Arrival and dismissal times will be staggered. Lunch breaks will be staggered.
- Movement throughout the building will be strictly supervised at all times. Traffic flow throughout the school will be directed using floor decals and all entrances and exits will be clearly marked with signage.
- Washroom usage will be monitored to limit occupancy.
- Outdoor learning spaces will be utilized more often, weather permitting.
- Assemblies and other school wide events, including performances are cancelled at this time.
- Learning experiences involving singing, cheering or playing a wind or brass instrument are cancelled at this time at school.
- Field trips and activities that require group transportation are cancelled at this time.

Visitors and Other Service Providers Expectations

- Visitors/Service Providers are required to use the [self-screening tool](#) before they enter the school and if answer 'yes' to any question, must not enter the school.

Staff Expectations

- [Self-assess](#) prior to coming to school.
- Wear a mask at all times. Face shields are optional. When instructing in the front of the students at a distance of 2 metres, the mask may be temporarily removed.
- Adhere to school protocols pertaining to COVID-19.
- Ensure students understand and follow all protocols, including hand hygiene and respiratory etiquette, including mask use.
- Assign seats to all students, supervise cohort group at all times, and support physical distancing protocols as much as possible.
- Determine the level of risk of all activities to assess whether or not to proceed.
- Ensure management and supervision is firm, consistent and follows strict guidelines.
- Inform school administration should any student display symptoms.

Student Expectations

- Adhere to strict handwashing/sanitizing protocols at all times.
- Respect the rules, guidelines and expectations.

Secretary Expectations

- Keep records of known pre-existing conditions for all students. If a student develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition, the student should be tested for COVID-19 to confirm the source of the symptoms in order to return to school.
- Adhere to established protocols for public access to the building.
- Maintain records of all school visitors.
- Follow established procedures should students or staff develop symptoms at school.

Facility Operator Expectations

- Are available 'on call' at all times.
- Post and maintain appropriate signage throughout the building.
- Clean the building throughout the day and in the evening after the school is closed.
- Check and maintain hand sanitizing stations frequently throughout the day.
- Frequently disinfect high touch surfaces throughout the building during the day.
- Disinfect all surfaces in the washroom two times each day
- Disinfect lunch tables and chairs including the underneath edge and chair seat.

Education Centre - Security Personnel

- Ensure all students enter the building safely and sanitize before entering the school.
- Ensure all students wear masks.
- Supervise student transitions from the Education Centre to the Trans Alta Performing Arts Studios.
- Monitor all members of the community to ensure safety, security and drop off schedules.
- Set out distancing chairs on weather appropriate days.
- Supervise safety and security at all times during the first two-week transition period.
- Refer members of our community to reception should they exhibit any COVID-19 symptoms.

Shared Use Equipment Expectations

- Use of shared items or equipment is not possible without being disinfected after each use.
- Specific student protocols regarding use and storage of school provided supplies will be followed.

Food Handling Expectations

- Food will not be shared.
- Any food served to students will be pre-packaged.

- Food provided for lunch will be stored with the student's belongings.
- Physical distancing while eating is required.
- There will be no common food items, such as salt and pepper.

Responding to Illness

- Staff, parents, students and visitors should not enter the building if they have symptoms.
- Students exhibiting signs of illness will be asked to wear a mask and be relocated to a supervised, designated 'infirmary' area in the school.
- The room or area will be clearly marked when in use. This room or area will be able to accommodate up to two students while maintaining physical distancing.
- Parents and caregivers will be notified to pick up the student immediately, within one hour.
- Parents must designate and pre-arrange an emergency contact in the event that the parent is unable to pick up the student.
- The student and family will be encouraged to access COVID-19 testing.
- If the student requires close contact and care, staff will stay with the student. Staff will wear a mask and a face shield.
- The room or area will undergo enhanced cleaning. Should a COVID-19 case be confirmed, AHS will provide instructions for further cleaning and disinfecting.
- All items used by the student that day will be disinfected. Items that do not lend themselves to disinfection (books, paper, etc.) will be removed and stored in a sealed container for a minimum of 10 days.

Confirmed Cases of COVID-19

- If there are confirmed cases identified within a school setting, AHS Zone Medical Officer of Health will provide recommendations, guidance and support and work directly with administration, including messaging for staff, parents and students.

Student Transportation

- There will be increased frequency of cleaning and disinfecting of high touch surfaces completed by the transportation company.
- Parents and students should not be in the pick-up area or enter the bus if they have symptoms.

- Students should respect the driver's 'protective zone' which includes a physical barrier.
- All bus drivers will wear a mask.
- Seats will be assigned
- Students in the same household will be assigned to sit together.
- Student loading, unloading and transfer procedures will be monitored by the Transportation Coordinator.
 - o Students will load from the back to the front.
 - o Number of students per seat will not exceed 2.
 - o Students will unload from the front of the bus.
- Should a student exhibit signs of illness on the bus, a mask will be provided, and the driver will notify the school. Parents will be required to pick up their child at school.

This concludes Calgary Arts Academy's general protocols and procedures. Please refer to the following specific protocols and procedures for Knob Hill Elementary School, Education Centre Middle School and Education Centre High School.

Knob Hill Elementary School Protocols and Procedures

Student Arrival

Bus Arrival:

- Supervisors will meet buses and ensure students exit the bus in an orderly fashion from front to back.
- Supervisors will walk bus students to the student entrance assigned to them through the lower door.
- Entry will be staggered by bus upon arrival (8:15 a.m. to 8:45 a.m.).

Parent Drop Off:

- Parent drop off will begin at 8:15 a.m.

Year 1	8:15 a.m. - 8:25 a.m.	Main entrance door
Year 2/3	8:25 a.m. - 8:35 a.m.	South door by the paint brushes
Kindergarten	8:25 a.m. - 8:35 a.m.	Kindergarten classroom door on the east side

- Students who are being driven will line up at their designated doors with their parents during the designated entry time. Students will wait (physically

distanced) in line and be waved into the school by a supervisor. All hands will be sanitized and then students will walk to their classrooms, sanitize their hands and be seated at their designated tables.

- To limit the number of people in the building and limit the spread of COVID-19, parents are not permitted in the building without prior arrangements.
- There are one-way signs in hallways for entry, dismissal and movement in the building.

Student Dismissal / Parent Pick up:

- Students will line up in classroom cohorts, sanitize hands and be walked out one class at a time to meet parents and to load the bus.

Student Dismissal / Bus Students:

- Bus students will be dismissed as buses arrive and will be escorted to the bus by supervisors.
- Before entering the bus, students will sanitize their hands.
- The bus will load from back to front.

Washroom Protocol

- Classes will have regular, class cohort washroom breaks.
- Supervision will be provided for students accessing washrooms.
- Students will be required to sanitize their hands every time they leave or enter the classroom.
- Students are required to wash their hands after they use the washroom.

Lunch Protocols

- Students will eat in classroom cohorts, in assigned seats.
- Food will not be shared. Please send food in packages that children can manage without assistance.
- Students will physically distance by cohort group and play supervised activities when outside.

Year 1	Lunch 12:15 p.m. - 12:35 p.m.	Outside 12:35 p.m. - 12:55 pm
Year 2/3	Lunch 12:35 p.m. - 12:55 p.m.	Outside 12:15 p.m. - 12:35 p.m.

Movement in the Building

- Students will walk single file, physically distanced when moving as a class or individually in the school following the floor signage.

- Students will be required to sanitize their hands every time they leave or enter the classroom.

Student Materials

- Students will bring their own water bottles that can be refilled. Students will be permitted to fill their personal water bottle but will not drink from the fountains.
- Individual student supplies will be stored in individual storage bins that will be provided.
- Learning materials will not be shared but packaged for individual use.
- Bins will be sanitized at the end of each day.
- Coats and backpacks will be hung on student chairs.
- Students require indoor, non-marking shoes.
- Shoes (indoor and outdoor) will be sent home each day.

Circle Meetings

- Class meetings and Circle meetings will be held with students in their assigned seats facing forward maintaining physical distancing or outside.

Seating

- Students will have assigned seating in order to ensure contact tracing should there be a case of COVID-19. Tables will be arranged to allow for as much physical distancing as possible.

Activities

- Physical Education activities will be outside whenever possible and will be scheduled by cohort groups.
- Field use areas will be supervised, and cohort groups will play separately.
- iPads will not be shared and will be sanitized between uses.
- Kindergarten students will be organized in small groups of 2 or 3. One tub of equipment will be assigned to each table for the morning and afternoon. There will be different tubs for morning and afternoon classes. Tubs and materials will be sanitized at the end of each class.

Education Centre Middle School Protocols and Procedures

Entering /Exiting the School

To limit the number of people in the building and limit the spread of COVID-19, parents are not permitted in the building without prior arrangements.

Student Arrival

Supervisors will ensure students arriving by bus will exit the bus orderly from front to back and will walk them to the student entrance. All bus students will have assigned seating. Students who are being driven will line up at their designated door at their designated entry time. Students will be required to walk single file and keep their distance from others. Students will line up at their door and be waved in by a supervisor who will ensure all hands are sanitized and then students will make their way to their learning studio and then to their designated table.

Student Dismissal

Students will line up at their learning studio door and be walked by a supervisor to their specified dismissal door where another supervisor will ensure all hands are sanitized before leaving the building. Students will then make their way to their parent driver.

Busing students will line up in learning studios and will be escorted to the bus.

Staggered Entry/Dismissal Times and Doors

Year 4/5 Arrival Time: 8:50 a.m. and Dismissal 3:20 p.m. - Student Entrance

Year 6/7 Arrival Time: 9:00 a.m. and Dismissal 3:30 p.m. - Front Entrance

Year 8/9 Arrival Time: 9:10 a.m. and Dismissal 3:40 p.m. - Student Entrance

Year 10 Arrival Time 9:00 a.m. and Dismissal 3:30 p.m. - TransAlta

Lunch Protocol

	Lunch	Outside Time	Outside Location
Year 4/5	11:50 - 12:10 p.m.	12:10 - 12:35 p.m.	Enmax Park
Year 6/7	12:00 - 12:20 p.m.	12:20 - 12:45 p.m.	Enbridge Plaza
Year 8/9	12:10 - 12:30 p.m.	12:30 - 12:55 p.m.	BMO Amphitheatre
Year 10	12:15 p.m. - 12:50		TransAlta

Students will physically distance as much as possible in cohort groups and play adult directed games and activities.

The bagel program will **not** be operating when we first return.

Movement in the Building

- Students will walk single file, physically distanced when moving as a class or individually in the school following the floor signage.
- Adult supervision will be required when moving as a cohort group.
- Students will be required to sanitize their hands every time they leave or enter the classroom.

TransAlta Performing Arts Studios

Students walk to and from the TransAlta building with a supervisor, single file and maintaining distance and line up at the main door. Students will be waved in by a supervisor who will ensure all hands are sanitized. Students will then make their way to their performing studio and then to their designated spot. High touch surfaces will be sanitized between groups.

Student Materials

- Individual student supplies will be stored in small containers such as individual Zip Lock bags, pencil cases and/or individual tubs. Tubs will be sanitized at the end of each day.
- Learning materials will not be shared but packaged for individual use.
- Coats and backpacks will be hung on student chairs. Students are required to have one pair of indoor shoes. No footwear will be left at school overnight. Students will bring their own water bottles and will not drink from fountains.
- Student lockers will not be used at this time.

Student Seating

Students must have assigned seating in order to ensure contact tracing should there be a case of COVID-19. Students must raise their hand to leave their seat for any reason. Tables will be arranged to allow physical distancing.

Circle Meetings

Class meetings and Circle meetings with students will be held with students in their assigned seats facing forward following physical distancing guidelines or outside.

Activities

- Wherever possible, activities should be modified to increase opportunities for physical distancing.
- EC has three separate outdoor separate areas: the Plaza, the Amphitheatre, and Enmax Park. These are large outdoor spaces and will be divided into 2 or 3 areas if

more than one group is using the space. Activities must be adult directed and supervised to ensure physical distancing.

- Should the activity involve shared surfaces or objects frequently touched by hands, it will be cleaned and sanitized after each use. Hands must be sanitized before and after all activities.

Physical Education

Physical activities will be restricted to those that allow for physical distancing. At this time, all Physical Education will be outside.

Music

Music at EC will not involve woodwind or brass instruments. Singing is not an option. Instead, we will focus on music appreciation, music theory and production. As we move forward, online singing opportunities that students may participate in from home will be provided.

Technology

An iPad or computer will be assigned to each student where possible. Devices that have more than one user must be cleaned after each use.

What happens if we are required to move to Scenario 2?

Scenario 2 is when in school classes partially resume. All safety measures in Scenario 1 will be followed with the following additional measures:

1. A maximum of 15 students per class, attending on alternate days.
2. All non-essential persons will not be allowed in the building.

What happens if we are required to move to Scenario 3?

Scenario 3 is Online Learning at Home.

We believe that CAA was very successful providing on-line learning from March to June 2020. Should this scenario be implemented:

1. Parent communication and student connections will be supported. Learning Facilitators will provide "office hours" and connection points throughout the week for students and parents.
2. Programming will be aligned, flexible and provide daily updates.

- a. Kindergarten to Year 3 will focus on language and mathematics; incorporate health curriculum outcomes with a focus on mental health; provide an average of 5 hours of learning per student per week.
- b. Year 4 to 6 will focus on language and mathematics; incorporate science, social studies and wellness curriculum outcomes with a focus on mental health; and an average of 6-8 hours of learning per student per week.
- c. Year 7 to 9 will focus on core mathematics; incorporate science, social studies and wellness with a focus on mental health and wellness, curriculum outcomes; and an average of 12-16 hours per week.
- d. Year 10 will focus on meeting all Alberta Education curriculum requirements and individual programming requirements, including pure art form instruction. Access to instructional resources will be facilitated.

Questions and Answers

Submit any questions you may have to info@caaschool.com. This information will be posted to our website.

1. What about options? Will they be provided?

We are hopeful that regular programming will happen sooner than later. As we move forward, we will assess safety and security requirements and provide updates.

2. What about field trips and extracurricular activities?

For the most part, field trips (off-site activities) will not be permitted. Transportation is a concern. We will wait for direction and guidance from the Alberta Government with respect to field trips and extracurricular activities.

3. Will my child be required to sit at a desk/table all day?

We will be creative in our approach to dealing with COVID-19. We will provide frequent opportunities for students to explore and learn in the outdoors and will ensure frequent physical activity happens in the school.

4. Will there be recess?

There will not be a scheduled time period where all students go out to the playground at the elementary campus. Learning facilitators will be encouraged to take cohort groups outside, with supervision, as frequently as required.

Contacts and Resources

Calgary Zone Environmental Health Contact

Calgaryzone.environmentalhealth@ahs.ca

403-943-2288