



AGENDA

BOARD



Wed. Aug. 26, 2020

1. **CALL TO ORDER**
2. **CONSIDERATION OF AGENDA**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. **APPOINTMENTS**
4. **READING AND APPROVING OF MINUTES**
 - 4.1 Approval of the Minutes of the Regular Meeting of June 24, 2020
 - 4.2 Approval of the Minutes of the Special Meeting of August 11, 2020
5. **PRESENTATIONS**
6. **REPORTS FROM SENIOR EXECUTIVE**
 - 6.1 Before and After School Care Update
 - 6.2 Capital Update
 - 6.3 Debenture Borrow Update
 - 6.4 Relaunch Update
 - 6.5 Transportation Update
7. **REPORTS FROM TRUSTEES AND STANDING COMMITTEES**
 - 7.1 Chair's Report
 - 7.1.1 Transportation Task Force Submission
 - 7.1.2 Board Retreat
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee



AGENDA

BOARD

Wed. Aug. 26, 2020

7.6 Finance and People Services Committee

7.7 Transportation Committee

8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS

8.1 Alberta School Boards Association Representative

8.2 Public School Boards Association of Alberta Representative

9. NEW BUSINESS

9.1 Monthly Financial Report

9.2 Operational and Capital Reserves

10. UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. INFORMATION

13. COMMENT & QUESTION PERIOD

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. REQUESTS FOR INFORMATION

15. IN CAMERA

16. ADJOURNMENT



**Sturgeon
Public Schools**

Dare to reimagine learning



Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on June 24, 2020

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Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on June 24, 2020

PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair
Mr. Joe Dwyer, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Misty Featherley, Trustee
Mrs. Tasha Oatway-McLay, Trustee
Mrs. Trish Murray-Elliott, Trustee
Ms. Mary Lynne R. Campbell, Superintendent/CEO
Mrs. Ruth Kuik, Deputy Superintendent, Education Services
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Ms. Shawna Walter, Director, Special Projects/Initiatives

CALL TO ORDER

The Chair called the meeting to order at 4:02 p.m.

APPROVAL OF AGENDA

#056/2020 - Moved by Mr. Jewell that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#057/2020 - Moved by Mrs. Oatway-McLay that the minutes of the Regular Meeting of May 27, 2020 be approved.

CARRIED UNANIMOUSLY

#058/2020 - Moved by Mrs. Featherley that the minutes of the Special Meeting of June 10, 2020 be approved.

CARRIED UNANIMOUSLY

PRESENTATIONS

REPORTS FROM SENIOR EXECUTIVE

A written and verbal report was provided on behalf of Senior Executive.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

CHAIR'S REPORT

A written and verbal report was provided.

7.1.1 Letter from Alberta Transportation

This report was received as information.

TRUSTEES' REPORTS

Verbal reports were provided.

ADVOCACY COMMITTEE

No report was provided.

BUILDING AND MAINTENANCE COMMITTEE

No report was provided.

EDUCATION COMMITTEE

No report was provided.

FINANCE AND PEOPLE SERVICES COMMITTEE

The Associate Superintendent, People Services provided a staffing update.

TRANSPORTATION COMMITTEE

The Associate Superintendent, Corporate Services responded to a question regarding GPS.

REPORTS FROM SPECIAL COMMITTEES**ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE**

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS**2020/2021 Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Elk Island Public Schools**

#059/2020 – Moved by Mrs. Featherley that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Elk Island Public Schools for the 2020/2021 school year.

CARRIED UNANIMOUSLY

2020/2021 Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Greater St. Albert Catholic Schools

#060/2020 – Moved by Mrs. Kohle that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Greater St. Albert Catholic Schools for the 2020/2021 school year.

CARRIED 6/7

Opposed: Mr. Joe Dwyer

2020/2021 Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with St. Albert Public Schools

#061/2020 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with St. Albert Public Schools for the 2020/2021 school year.

CARRIED UNANIMOUSLY

2020/2021 School Calendar

#062/2020 – Moved by Mrs. Peguin that the Board of Trustees approve the revised 2020/2021 School Calendar.

CARRIED UNANIMOUSLY

Book Award: Rate/Class

#063/2020 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Book Award: Rate/Class for the 2020/2021 school year.

CARRIED UNANIMOUSLY

Bylaw 03-2020, A Bylaw to Establish Electoral Wards within the Division

THE STURGEON PUBLIC SCHOOL DIVISION
BYLAW NO. 03-2020
A BYLAW TO ESTABLISH ELECTORAL WARDS WITHIN THE DIVISION

Whereas section 76 of the *Education Act* provides that the board of a school division may by bylaw establish the wards and provide for the nomination and election of trustees in the wards;

And whereas Bylaw No. 2-2013 enacted March 27, 2013 requires name change amendment.

Pursuant to the Provisions of Section 76 of the *Education Act*, The Sturgeon Public School Division enacts as follows:

1. That The Sturgeon Public School Division hereby provides for the nomination and election of trustees by wards.
2. That The Sturgeon Public School Division hereby determines that there shall be seven (7) such wards; one (1) Trustee shall be elected per ward.
3. That The Sturgeon Public School Division hereby determines that the boundaries of those seven (7) wards shall be as specified on Schedule "A" attached to and forming part of the Bylaw 03-2020.
4. That Bylaw 03-2020 of The Sturgeon Public School Division is a replacement Bylaw to provide for the nomination and election of Trustees by Wards and determine the boundaries of the wards.

As set out in section 76(2) of the *Education Act*, this Bylaw shall take effect on the date of the next general election for the Board.

Read a first, second, and by unanimous consent of all Trustees present, a third and final time this ____ day of _____, 2020.

BOARD CHAIR

ASSOCIATE SUPERINTENDENT
CORPORATE SERVICES

ELECTORAL WARDS

SCHEDULE A

WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 22, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 23, West of the 4th Meridian

Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

WARD 2 (BON ACCORD/LEGAL)In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive

In Township 57, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

WARD 3 (ALCOMDALE/VILLENEUVE)In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive

In Township 54, Range 28, West of the 4th Meridian

Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 27, West of the 4th Meridian

Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake; those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 14, 19, 22 to 36 inclusive; those portions of Sections 10, 11, 12, 15, 17, 18, 20 and 21, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

WARD 5 (MORINVILLE)Town of Morinville

All Land Within the corporate limits of the Town of Morinville

WARD 6 (CARDIFF/GARRISON)In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 Lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway 2

WARD 7 (GIBBONS/LAMOUREUX)Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons

#064/2020 – Moved by Mrs. Oatway-McLay that Bylaw 03-2020, be read for the first time.

CARRIED UNANIMOUSLY

#065/2020 – Moved by Mrs. Featherley that Bylaw 03-2020, be read for the second time.

CARRIED UNANIMOUSLY

#066/2020 – Moved by Mr. Dwyer that Bylaw 03-2020, be read for the third time and passed on this 24th day of June 2020.

CARRIED UNANIMOUSLY

Bylaw 01-2020, A Bylaw to Incur Indebtedness by Debenture

#067/2020 – Moved by Mrs. Oatway-McLay that the Board of Trustees rescind Bylaw 01-2020, A Bylaw to Incur Indebtedness by Debenture.

CARRIED UNANIMOUSLY

Bylaw 02-2020, A Bylaw to Incur Indebtedness by Debenture

BYLAW NO. 02-2020
OF THE STURGEON PUBLIC SCHOOL DIVISION
(hereinafter referred to as "the School Board")
IN THE PROVINCE OF ALBERTA

A BYLAW TO INCUR INDEBTEDNESS BY DEBENTURE

This Bylaw authorizes The Sturgeon Public School Division to incur indebtedness by the issuance of debenture(s) in the amount of \$3,000,000 for the purpose of an Energy Retrofit Project of:

1. Bon Accord School
2. Gibbons School
3. Guthrie School

4. Landing Trail School
5. Lilian Schick School
6. École Morinville Public School
7. Namao School
8. Ochre Park School
9. Redwater School
10. Sturgeon Composite High School
11. Sturgeon Heights School

WHEREAS:

The School Board has decided to issue a Bylaw pursuant to Section 181 of the *Education Act* to authorize the financing, undertaking and completion of the Energy Retrofit Project.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$3,000,000 and the School Board estimates the following grants and contributions will be applied to the project:

Debenture(s)	<u>\$3,000,000</u>
Total Cost	<u>\$3,000,000</u>

In order to complete the project, it will be necessary for the School Board to borrow the sum of \$3,000,000, for a period not to exceed TWENTY (20) years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this Bylaw.

The estimated lifetime of the project financed under this Bylaw is equal to, or in excess of THIRTY (30) years.

The unsupported principal amount of the outstanding debt of the School Board at December 31, 2019 is \$0 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

To secure the repayment of the loan, the School Board may grant to the lender any such security as may be required by the lender and agreed to by the School Board.

Confirmation that the approval of the Minister will be obtained for the borrowing.

NOW, THEREFORE, THE STURGEON PUBLIC SCHOOL DIVISION DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. That for the purpose of constructing the Energy Retrofit Project the sum of THREE MILLION DOLLARS (\$3,000,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of The Sturgeon Public School Division, of which amount the full sum of THREE MILLION DOLLARS (\$3,000,000) is to be paid by The Sturgeon Public School Division.
2. The Chair of the Board of Trustees and the Superintendent/CEO are hereby authorized to issue debenture(s) on behalf of The Sturgeon Public School Division for the amount and purpose as authorized by this Bylaw, namely the Energy Retrofit Project of:
 1. Bon Accord School
 2. Gibbons School
 3. Guthrie School
 4. Landing Trail School
 5. Lilian Schick School
 6. École Morinville Public School
 7. Namao School
 8. Ochre Park School
 9. Redwater School
 10. Sturgeon Composite High School
 11. Sturgeon Heights School

3. The School Board shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed \$3,000,000, TWENTY (20) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority, or another authorized financial institution, on the date of the borrowing, and not to exceed FIVE (5) percent.
4. The indebtedness shall be contracted on the credit and security of The Sturgeon Public School Division.
5. The net amount borrowed under the by-law shall be applied only to the project specified by this Bylaw.
6. This Bylaw comes into force on the date it is passed.

READ A FIRST TIME THIS 24 DAY OF June 2020

READ A SECOND TIME THIS 24 DAY OF June 2020

READ A THIRD TIME THIS 24 DAY OF June 2020

(CHAIR OF THE BOARD OF TRUSTEES)

(SUPERINTENDENT/CEO)

#068/2020 – Moved by Mr. Dwyer that Bylaw 02-2020, be read for the first time.

CARRIED UNANIMOUSLY

#069/2020 – Moved by Mrs. Pequin that Bylaw 02-2020, be read for the second time.

CARRIED UNANIMOUSLY

#070/2020 – Moved by Mrs. Kohle that Bylaw 02-2020, be read for the third time and passed on this 24th day of June 2020.

CARRIED UNANIMOUSLY

Education Plan

#071/2020 – Moved by Mr. Dwyer that the Board of Trustees approve the Education Plan.

CARRIED UNANIMOUSLY

Monthly Financial Report

This report was received as information.

Omnibus Motion for Locally Developed Course Approval

#072/2020 – Moved by Mrs. Murray-Elliott that the Board of Trustees approve the Locally Developed Courses be authorized as a course of study within the Sturgeon Public School Division for the term listed:

Chamber Ensemble 15/25/35 for 3 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Chamber Ensemble 15/25/35 for 5 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Content Literacy 15/25 for 3 credits acquired from The Edmonton Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Content Literacy 15/25 for 5 credits acquired from The Edmonton Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Forensic Studies 25/35 for 3 credits acquired from The Edmonton School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Forensic Studies 35 for 5 credits acquired from The Pembina Hills School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Instrumental Jazz 15/25/35 for 3 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Instrumental Jazz 15/25/35 for 5 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Leadership, Character & Social Responsibility 15/25/35 for 3 credits acquired from The Golden Hills School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Leadership, Character & Social Responsibility 15/25/35 for 5 credits acquired from The Golden Hills School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Military Studies (2020) 15/25/35 for 3 credits acquired from The Calgary School Division to be authorized as a course of study within the Sturgeon Public School Division from September 1, 2020 to August 31, 2024.

Military Studies (2020) 15/25/35 for 5 credits acquired from The Calgary School Division to be authorized as a course of study within the Sturgeon Public School Division from September 1, 2020 to August 31, 2024.

Musical Theatre 15/25/35 for 3 credits acquired from The Calgary Roman Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Musical Theatre 15/25/35 for 5 credits acquired from The Calgary Roman Catholic Separate School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Reading (2020) 15/25 for 3 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2024.

Reading (2020) 15/25 for 5 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2024.

Vocal Jazz 15/25/35 for 3 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division from September 1, 2020 to August 31, 2021.

Vocal Jazz 15/25/35 for 5 credits acquired from The Calgary School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Workplace Essential Skills 25/35 for 3 credits acquired from The Edmonton School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

Workplace Essential Skills 25/35 for 5 credits acquired from The Edmonton School Division to be authorized as a course of study within The Sturgeon Public School Division with an extension of the expiry date from August 31, 2020 to August 31, 2021.

CARRIED UNANIMOUSLY

Summer Board Meetings

#073/2020 – Moved by Mr. Jewell that the Board of Trustees approve that the July and August Committee of the Whole meetings be cancelled, and the July Public Board meeting be cancelled.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

ATA Local President provided a verbal review.

CUPE

No report was provided.

COMMUNITY MEMBERS

No report was provided.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#074/2020 - 5:15 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:21 p.m. for break.

Meeting resumed at 5:22 p.m.

#075/2020 - 6:45 p.m. – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

ADJOURNMENT

The Chair adjourned the meeting at 6:45 p.m.

Chair

Date

Associate Superintendent,
Corporate Services

UNAPPROVED DRAFT



Sturgeon
Public Schools

Special Board Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 11, 2020

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Sturgeon
Public Schools

Minutes of the Special Board Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on August 11, 2020

ROLL CALL

Present were Trustees: Mr. Joe Dwyer; Mrs. Misty Featherley; Mr. Terry Jewell; Mrs. Liz Kohle; Mrs. Trish Murray-Elliott; Mrs. Tasha Oatway-McLay; Mrs. Janine Pequin; Ms. Mary Lynne R. Campbell (Superintendent).

CALL TO ORDER

The Chair called the meeting to order at 2:08 p.m.

CONSIDERATION OF AGENDA

S-03/2020 - Moved by Mrs. Oatway-McLay that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ROB AGRICULTURAL SOCIETY AGREEMENT: UPDATE

S-04/2020 - Moved by Mr. Dwyer that the Board of Trustees direct Administration to re-submit the Division's subdivision application to Sturgeon County.

CARRIED UNANIMOUSLY

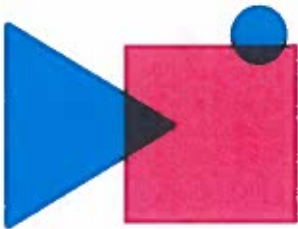
CLOSE OF THE MEETING

The meeting adjourned at 2:23 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



BOARD
MEMORANDUM

Date: August 26, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Subject: Before and After School Update

Background:

In April, at the direction of the Board, Administration conducted an analysis to determine if there was a need for Before and After School Care in the region and learned:

- o The provider in Gibbons, "The Landing Pad", a childcare provider leasing classroom space in Gibbons School, served notice that they were terminating their lease;
- o Bon Accord Community School did not have access to a licensed provider; and
- o Within the immediate area, four Sturgeon Public Schools (Bon Accord Community School, Gibbons School, Lilian Schick and Landing Trail School) did not have access to reliable, licensed childcare.

Sturgeon Public School posted an Expression of Interest seeking a licensed childcare provider to offer service out of Gibbons and Bon Accord Community School.

On 12 June 2020, Dolphin Child Development Centre signed a Service Agreement to provide Out of School Care at Gibbons and Bon Accord School. While Dolphin Child Development Centre is a licensed provider, they were required to complete the licensing application process and will complete the final step in the process on 25 August 2020.

We have seen fluctuations in registrations since June, but the demand remains. Currently, we have 28 in the Bon Accord program and 16 in the Gibbons program.

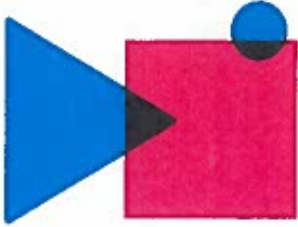
Recommendation:

That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, CD.D
Superintendent/CEO





BOARD
MEMORANDUM

Date: August 26, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Denis Henderson, Director, Facilities Services
Subject: Capital Update



Background:

Find attached a written update regarding the Division's Capital Projects.

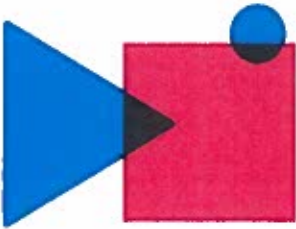
Recommendation:

That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, CD.D
Superintendent/CEO

Attachment



B O A R D
MEMORANDUM

Date: August 26, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Lynne Chaston, Director, Financial Services
Subject: Debenture Borrow Update

Background:

We received Ministerial Approval to borrow \$3,000,000 by debenture through the Alberta Capital Authority (ACFA) on 30 July 2020. In the accompanying email, Alberta Education noted our application was now with ACFA and that it met the 31 July 2020 deadline for processing this fall. On 12 August 2020, ACFA advised collateral, such as the Central Office building or one or more of our schools, would be required to secure the loan.

The matter is currently with the ACFA committee for decision. Depending on the outcome, the validation process could be delayed which would necessarily delay the start of the Energy Retrofit Project.

A verbal update will be provided if new information is received.

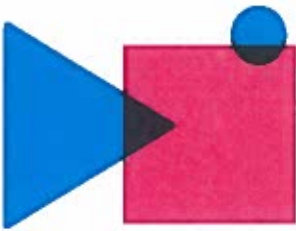
Recommendation:

That the report is received as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO





B O A R D
MEMORANDUM

Date: August 26, 2020

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Shawna Walter, Associate Superintendent, Education Services
Lisa Lacroix, Associate Superintendent, People Services
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Denis Henderson, Director, Facilities Services
Jonathan Konrad, Director, Curriculum and Instruction
Amy Hebert, Coordinator, Transportation

Subject: Sturgeon Public Schools Relaunch Update

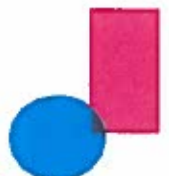
Background:

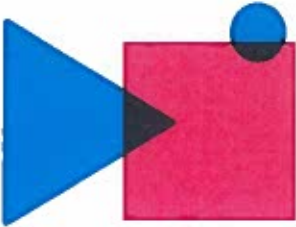
In June 2020, following the conclusion of teacher-led instruction, staff across the Division worked diligently on planning for the 2020/2021 school year; plans were framed for one of three scenarios set out by the Alberta Government. Principals facilitated, supported, and lead this work within their school sites and with teams across the Division. Before the summer break, each site provided an accountability report update to confirm that plans were in place and our schools would be ready to respond to a relaunch decision from the Alberta Government.

Throughout July and August 2020, the work of the Executive team and Central Office Departments remained focused on ensuring the safe return of staff and students in September. For our custodial/caretaking teams in schools, this included the deep cleaning and sanitizing of all schools; for the Facilities Team, this included the summer maintenance work plus the installation of infrastructure systems in all Division sites, to comply with the Public Health orders issued by the Chief Medical Officer of Health. In early July, the Division placed orders for face masks and shields for all staff (teaching, support, and substitutes), hand sanitizer, sanitizer stations, and other supplies needed to ensure all Division sites were ready to welcome our staff and students back in September.

Our Education Services Department has been gathering and reviewing data received from the Parent Survey, along with information received from conversations with parents. We will be offering a Continuity of Learning program to 350 students K-12. Parents have been advised that the following requirements need to be in place, to ensure student engagement and success:

- A quiet place for students to attend online sessions;
- Access to reliable internet or wifi connection;
- Access to a device (Chromebook, tablet, computer); and
- Adult supervision and support.





B O A R D
MEMORANDUM

Student timetables have been created and will meet the instructional hours established by Alberta Education. The Division has assigned staff from schools across the Division to provide the programming under the direction of Mr. Rick Dawson, who will serve as the program Principal. The creation of the online program resulted in the need to review and adjust all of the teaching/staff assignments at each school site. Parents of students attending the K – 9 online program will have the option of moving back to their home school following Christmas break; High School students will have the option of moving back to in-school classes with the commencement of the second semester.

Attached to this Report is a sample of the information/documents that our teams created to support the return to school plan that was announced by the Minister of Education on 21 July 2020. We recognize that the relaunch of schools during a pandemic is an iterative process that requires wisdom, flexibility, and patience in equal measure.

My sincere thanks to the Executive team and members of our Central Office teams who have worked tirelessly over the past many weeks to ensure that Sturgeon Public Schools can welcome back our staff and students. As of the writing of this report, our team has reached out by phone to 1400+ families requesting transportation services and fielded 150+ phone calls from parents regarding their child's return to school on 01 September 2020. I am proud of our dedicated staff, who are proud to serve the students, families, and communities of Sturgeon Public Schools.

I am pleased to respond to questions at the 26 August 2020 Board Meeting.

Recommendation:

This report is shared as information.

Sincerely,

Mary Lynne R. Campbell, CD.D
Superintendent/CEO

Attachments



GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

Overview

The guidance provided in this document is intended to support school and school authority leaders in the safe launch of in-person classes in September 2020 under Scenario 1 of the Re-Entry Plan and reduce opportunities for transmission of COVID-19.

Schools refer to public, separate, francophone, charter schools, independent (private) school authorities, independent (private) Early Childhood Services (ECS), online/distance education programs, and First Nations education authorities. School-based activities which may be impacted by this guidance include sports, music and field trips into the community or to other schools, care provided outside of regular school hours (e.g. before and after care), professional development/activity days and school break day camps.

Although this information is relevant to all schools, it is recognized that First Nation schools on reserve are a federal responsibility. Information shared with First Nation schools is for information only. For public health information, COVID-19 questions or for reporting purposes, First Nation schools should contact their local Health Centre or Indigenous Services Canada-First Nations or Inuit Health Branch Environmental Public Health Services (ISC-FNIHB) office (see Appendix A), in accordance with normal practice.

There are measures that school settings in Alberta can take to reduce the risk of transmission of respiratory illnesses, including COVID-19. Such measures include, but are not limited to, hand hygiene, respiratory etiquette, physical distancing, increase frequency of cleaning and disinfection and having staff and children/students stay home when ill are important steps that can support the health and wellbeing of our children/students, staff and community. School authorities in consultation with their local Medical Officer of Health (MOH) should implement the guidance for schools as applicable to their unique situation.

Schools/School authorities should establish their own COVID-19 plans prior to reopening schools.

Parents/guardians play an integral role in the screening process for the child's/student's daily involvement in school.

MOHs and their designates are available to support school authorities throughout the province. Their role is to provide guidance on communicable disease risk as well as risk management. If you have concerns, need specific guidance, or have questions about how to apply the measures in this document, please contact Environmental Public Health in your Zone for assistance (see Appendix B).

COVID-19 INFORMATION

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services (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 close a school will be made in consultation with the local MOH.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

COVID-19 Risk Mitigation

General Building Safety	<ul style="list-style-type: none">• A thorough cleaning of school facilities must be completed prior to re-entry.• Many school buildings have had reduced or no water flow through the plumbing water system during the pandemic, leading to the stagnation of water in the pipes. Prior to the launch of school, the physical setting should be checked to ensure fresh water replaces the stagnant water in the water lines. Guidance on flushing water systems can be accessed here.• HVAC systems should be checked to ensure good ventilation.• Area rugs and soft furnishings that cannot be easily cleaned and disinfected should be removed.• Schools must develop procedures that outline hand hygiene and cleaning requirements for schools and should address:<ul style="list-style-type: none">○ Hand sanitizer containing at least 60% alcohol is recommended. In situations where an alcohol-based hand sanitizer is not appropriate school may use another Health Canada approved hand sanitizer from the list posted here. Place hand sanitizer in entrances, exits and near high-touch equipment such as microwave ovens and vending machines and other high traffic areas.○ High contact surfaces (including water fountains);○ Washrooms;○ Shared equipment;○ Auxiliary spaces and common rooms; and○ Others areas that may apply.• Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. microwave ovens and vending machines) inside and outside classrooms.<ul style="list-style-type: none">○ Disinfectants used must have a Drug Information Number (DIN) with a virucidal claim. Alternatively, 1000 ppm bleach solution can be used. More information on cleaning and disinfection can be accessed here.• Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom.• Proper hand hygiene and respiratory etiquette should be promoted.
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GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<ul style="list-style-type: none"> • Water Fountains can remain open. Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations. <ul style="list-style-type: none"> ○ Water fountain knobs and push buttons are considered high-touch surfaces, and should be regularly cleaned and disinfected. Consideration can be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain. • Additional Alberta Health Services resources: <ul style="list-style-type: none"> ○ AHS Infections Prevention & Control posters ○ Hand Washing Posters (AHS) <ul style="list-style-type: none"> ▪ Poster 1 ▪ Poster 2 ○ How to Hand Wash (AHS) poster ○ How to use alcohol-based hand rub/sanitizer (AHS) poster
<p>Screening</p>	<ul style="list-style-type: none"> • Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the Alberta Health Daily Checklist (also see Appendix C). • Parents and children/students must be provided a copy of the screening tool upon school registration with the expectation that it needs to be completed on a daily basis. • Schools must keep records of children’s known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school. • Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested. • Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
<p>Cohorting</p>	<ul style="list-style-type: none"> • The risk of transmission of COVID-19 is reduced by limiting exposure to others. • Contact tracing is also more feasible when groups (cohorts) are maintained. It is recommended, where possible, that students be cohorted by class.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<ul style="list-style-type: none"> • A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. • Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. For the purposes of contact tracing, consider limiting capacity of rooms to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room).
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Physical distancing (2 metre spacing) is a useful public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. Where 2 metres is not possible between desks, the greatest possible spacing is recommended. <ul style="list-style-type: none"> ○ If 2 metres cannot be arranged between desks/table, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student. • In situations where physical distancing is not possible (e.g., busses, classrooms and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities is strongly recommended. <ul style="list-style-type: none"> ○ 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 may choose to wear a non-medical face mask to protect one another. Guidance on mask use is available here. • It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks).
<p>Expectations for drop-off/pick-up and entry areas at schools</p>	<ul style="list-style-type: none"> • Schools should develop procedures for drop-off/pick-up that support physical distancing where possible between all persons (except household members). • Consider strategies to support physical distancing such as staggering drop-off and pick-up times and locations, or put in place other protocols to limit contact between staff/parents/guardians/children/students as much as possible.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

<p>In-person learning</p>	<ul style="list-style-type: none"> • Schools should develop procedures and plans for in-person learning that supports physical distancing where possible, and to separate cohorts to the greatest extent possible. • Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to. • For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed: <ul style="list-style-type: none"> ○ Does the activity involve shared surfaces or objects frequently touched by hands? ○ Can an activity be modified to increase opportunities for physical distancing? ○ What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)? • To align with physical distancing, field trips and activities requiring group transportation should be postponed at this time. • Stagger lunch/snack breaks to maintain physical distancing among children/students. • Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as: <ul style="list-style-type: none"> ○ Recording or live-streaming individual performers in separate locations; ○ Including more lessons focused on music appreciation or music theory; ○ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments).
<p>Expectations for visitors and other service providers entering the school</p>	<ul style="list-style-type: none"> • The public is allowed into the school following the procedures and protocols established at the school. • The public should not enter the school if they are ill. • Parents/guardians can attend the school if they are required. <ul style="list-style-type: none"> ○ When a visitor enters the school they should be asked to use the self screening tool (see Appendix C) before they enter the school. ○ If a visitor answers YES to any of the questions, the individual must not be admitted into the school. • A record of all visitors should be kept.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<ul style="list-style-type: none"> • The school should screen service providers, including delivery drivers and independent contractors using the attached tool (see Appendix C) before they enter the school. <ul style="list-style-type: none"> ○ If a service provider answers YES to any of the questions, the individual must not be admitted into the school. ○ In the case of a delivery driver answering Yes, the driver/school will make alternate delivery arrangements.
<p>Risk mitigation for high traffic areas in school facilities</p>	<ul style="list-style-type: none"> • Schools should institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas. This may include: <ul style="list-style-type: none"> ○ Staggering start and end-times for classes to avoid crowded hallways. ○ Posting signs, using stanchions and marking floors. ○ Removing and restaging seating in public areas to prevent gathering. ○ Considering limiting bathroom occupancy at any one time.
<p>Expectations for shared use equipment</p>	<ul style="list-style-type: none"> • Use of shared items or equipment is to be avoided where possible. • Equipment that must be shared should be cleaned and disinfected after each use. • Arrangements for storage of personal items should be made. • Children/students should be provided with an area for storing personal items.
<p>Auxiliary Spaces</p>	<ul style="list-style-type: none"> • Gymnasiums can be used to deliver physical education programming. <ul style="list-style-type: none"> ○ When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. Follow the Guidance for Sport, Physical Activity and Recreation as relaunch progresses. ○ Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling). • Consider using auxiliary space such as gyms and libraries to deliver education program to aid in physical distancing. • Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<ul style="list-style-type: none"> • School assemblies or other large gatherings (e.g., concerts or dances) should be avoided virtual options should be offered instead of in person gatherings.
<p>Food Services</p>	<ul style="list-style-type: none"> • No activities that involve the sharing of food between students or staff should occur. <ul style="list-style-type: none"> ○ Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. • For classroom meals and snacks: <ul style="list-style-type: none"> ○ No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff. ○ Food provided by the family should be stored with the student's belongings. ○ Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors. ○ Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic. ○ Students/children should practice physical distancing while eating. ○ There should be no common food items (e.g., salt and pepper shakers, ketchup). ○ Utensils should be used to serve food items (not fingers). ○ If a school is using a common lunchroom and staggering lunch times, ensure that cleaned and disinfected after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use. <p>Food Service Programs (Cafeteria)</p> <ul style="list-style-type: none"> • Food service establishments should follow the Alberta Health restaurant guidance posted here. <ul style="list-style-type: none"> ○ School Cafeterias should use alternate processes to reduce the numbers of people dining together at one time. ○ Remove/rearrange dining tables to maintain physical distancing. ○ Place tape or other markings on floors to maintain a physical distancing of 2 metres. ○ Stagger meal service times to reduce the numbers of people present at any one time. ○ Adapt other areas to serve as additional dining space to increase spacing among persons in the same room. ○ Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<ul style="list-style-type: none"> ○ Dispense cutlery, napkins and other items to students/children, rather than allowing them to pickup their own items.
<p>Responding to Illness</p>	<ul style="list-style-type: none"> • Staff members, parents, and children/students should not enter the school if they have symptoms of COVID-19. • Schools should develop procedures to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member should be encouraged to access COVID-19 testing by accessing the AHS Online Testing tool. • If a child/student develops symptoms while at the school, the child/student should be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. The parent/guardian should be notified to come and pick up the student immediately. If a separate room is not available, the child/student should be kept at least 2 metres away from other children/students. The student should be encouraged to access COVID-19 testing by accessing the AHS Online Testing tool. <ul style="list-style-type: none"> ○ If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student. The student and staff should wear a mask and close interactions with the student that may result in contact with the student’s respiratory secretions should be avoided. If very close contact is required and the child is young the staff member should also use a face shield or eye protection. ○ Staff/students must wash their hands before donning a mask and before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child/student. ○ All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 10 days. • Schools must keep records of a student’s known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for

COVID-19 INFORMATION

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<p>COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.</p> <ul style="list-style-type: none">• If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school should follow outbreak notification procedures as per routine zone protocols (under review for September 2020).
Student Transportation	<ul style="list-style-type: none">• Parents and children/students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.• The driver should be provided with a protective zone, which may include:<ul style="list-style-type: none">○ 2 metre physical distance;○ Physical barrier;○ Non-medical mask; or○ Other• Students should be assigned seats and a record of this seating plan should be kept in order to assist with contact tracing in the case of a student being a case of COVID-19. Students who live in the same household should be seated together.• Schools should develop procedures for student loading, unloading and transfers that support physical distancing of 2 metres between all persons (except household members), when possible and may include:<ul style="list-style-type: none">○ Children/students start loading from the back seats to the front of bus.○ Where feasible, limit the number of students per bench unless from the same household.○ Students from the same household may share seats.○ Students start unloading from the front seats to the back of bus.• If a child becomes symptomatic during the bus trip, a mask may be made available. The driver will contact the school to make the appropriate arrangements to pick up the child/student (see Responding to Illness above).• Bus cleaning and records.<ul style="list-style-type: none">○ Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run.○ It is recommended that vehicle cleaning logs be kept.
Work Experience and other Learning Experiences	<ul style="list-style-type: none">• Work experience may resume as long as the risk of infection is mitigated for all participants.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

	<ul style="list-style-type: none">• If the work experience placement is in a workplace, the child/student is expected to follow health rules set out by the workplace which should comply with the Workplace Guidance for Business Owners .• The time that individuals are in close contact should be kept to a minimum.• Use of shared items or equipment should be avoided. Equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use.• Learning experiences involving unprotected in-person singing or playing wind instruments may pose an increased risk of transmission and should be postponed at this time. Alternatives such as recording or live-streaming individual performers in separate locations should be pursued.• Sports practices and outdoor activities may proceed in accordance with sector specific guidance.• For more guidance on outdoor sports and recreation, refer to the Guidance for Outdoor Recreation.
International Students/Programs	<ul style="list-style-type: none">• Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs in Alberta can resume if quarantine requirements and public health orders are followed.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

Appendix A: Indigenous Services Canada – First Nations and Inuit Health Branch ENVIRONMENTAL PUBLIC HEALTH SERVICES Contacts

ISC-First Nations and Inuit Health Branch Environmental Public Health Services	REGULAR BUSINESS HOURS 8:00 am – 4:00 pm	
Edmonton Office	Environmental Public Health	780-495-4409
Tsuut'ina Office	Environmental Public Health	403-299-3939

COVID-19 INFORMATION

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

Appendix B: AHS Zone Environmental Public Health Contacts

Portal link: <https://ephisahs.albertahealthservices.ca/create-case/>

ZONE	CONTACT EMAIL ADDRESS	PHONE NUMBERS FOR MAIN OFFICE
Calgary Zone	calgaryzone.environmentalhealth@ahs.ca	Calgary 403-943-2288
Central Zone	centralzone.environmentalhealth@ahs.ca	Red Deer 403-356-6366
Edmonton Zone	edmontonzone.environmentalhealth@ahs.ca	Edmonton 780-735-1800
North Zone	northzone.environmentalhealth@ahs.ca	Grande Prairie 780-513-7517
South Zone	she.southzoneeph@ahs.ca	Lethbridge 403-388-6689

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

In-school classes resume (near normal with health measures)

Appendix C

Screening Questionnaire

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

Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child attending the program, have any of the below symptoms:	YES	NO
	• 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 person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close unprotected* contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close unprotected* contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?		
5.	Have you/your child or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

Overview

The guidance provided in this document is intended to support school and school authority leaders in the safe launch of in-person classes in September 2020 under Scenario 2 of the Re-Entry Plan and reduce opportunities for transmission of COVID-19.

Schools refer to public, separate, francophone, charter schools, independent (private) school authorities, independent (private) Early Childhood Services (ECS), online/distance education programs, and First Nations education authorities. School-based activities which may be impacted by this guidance include sports, music and field trips into the community or to other schools, care provided outside of regular school hours (e.g. before and after care), professional development/activity days and school break day camps.

Although this information is relevant to all schools, it is recognized that First Nation schools on reserve are a federal responsibility. Information shared with First Nation schools is for information only. For public health information, COVID-19 questions or for reporting purposes, First Nation schools should contact their local Health Centre or Indigenous Services Canada-First Nations or Inuit Health Branch Environmental Public Health Services (ISC-FNIHB) office (see Appendix A), in accordance with normal practice.

There are measures that school settings in Alberta can take to reduce the risk of transmission of respiratory illnesses, including COVID-19. Such measures include, but are not limited to, hand hygiene, respiratory etiquette, physical distancing, increase frequency of cleaning and disinfection and having staff and children/students stay home when ill are important steps that can support the health and wellbeing of our children/students, staff and community. School authorities in consultation with their local Medical Officer of Health (MOH) should implement the guidance for schools as applicable to their unique situation.

Schools/School authorities should establish their own COVID-19 plans prior to reopening schools.

Parents/guardians play an integral role in the screening process for the child's/student's daily involvement in school.

MOHs and their designates are available to support school authorities throughout the province. Their role is to provide guidance on communicable disease risk as well as risk management. If you have concerns, need specific guidance, or have questions about how to apply the measures in this document, please contact Environmental Public Health in your Zone for assistance (see Appendix B).

COVID-19 INFORMATION

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by Alberta Health Services (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 close a school will be made in consultation with the local MOH.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

COVID-19 Risk Mitigation

General Building Safety

- A thorough cleaning of school facilities must be completed prior to re-entry.
- Many school buildings have had reduced or no water flow through the plumbing water system during the pandemic, leading to the stagnation of water in the pipes. Prior to the launch of school, the physical setting must be checked to ensure fresh water replaces the stagnant water in the water lines. Guidance on flushing water systems can be accessed [here](#).
- HVAC systems must be checked to ensure good ventilation.
- Area rugs and soft furnishings that cannot be easily cleaned and disinfected must be removed. Increased frequency of cleaning of permanent carpets is recommended.
- Schools must develop procedures that outline hand hygiene and cleaning requirements for schools and should address:
 - Hand sanitizer containing at least 60% alcohol is recommended. In situations where an alcohol-based hand sanitizer is not appropriate school may use another Health Canada approved hand sanitizer from the list posted [here](#). Place hand sanitizer in entrances, exits and near high-touch equipment such as microwave ovens and vending machines and other high traffic areas.
 - High contact surfaces (including water fountains);
 - Washrooms;
 - Shared equipment;
 - Auxiliary spaces and common rooms; and
 - Others areas that may apply.
- Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. microwave ovens and vending machines) inside and outside classrooms.
 - Disinfectants used must have a Drug Information Number (DIN) with a virucidal claim. Alternatively, 1000 ppm bleach solution can be used. More information on cleaning and disinfection can be accessed [here](#).
- Students and staff are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<ul style="list-style-type: none">• Proper hand hygiene and respiratory etiquette should be promoted.• Water Fountains can remain open. Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations.<ul style="list-style-type: none">○ Water fountain knobs and push buttons are considered high-touch surfaces, and must be regularly cleaned and disinfected. Consideration can be given to having students fill water bottles rather than having them drink directly from the mouthpiece of a fountain.• Additional Alberta Health Services resources:<ul style="list-style-type: none">○ AHS Infections Prevention & Control posters○ Hand Washing Posters (AHS)<ul style="list-style-type: none">▪ Poster 1▪ Poster 2○ How to Hand Wash (AHS) poster○ How to use alcohol-based hand rub/sanitizer (AHS) poster
Screening	<ul style="list-style-type: none">• Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the Alberta Health Daily Checklist (also see Appendix C).• Parents and children/students must be provided a copy of the screening tool upon school registration with the expectation that it needs to be completed on a daily basis.• Schools must keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.• Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<ul style="list-style-type: none"> • Signs must be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
<p>Cohorting</p>	<ul style="list-style-type: none"> • The risk of transmission of COVID-19 is reduced by limiting exposure to others. • Contact tracing is also more feasible when groups (cohorts) are maintained. It is recommended, where possible, that students be cohorted by class. • A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting. At least 2 metres of physical space, where possible, should be maintained between desks. • Cohorting will decrease the number of close contacts a case of COVID-19 would have in a school and assist public health officials in their efforts to trace contacts and contain an outbreak. For the purposes of contact tracing, consider limiting capacity of rooms to a maximum 15 people (where this is not possible then to a maximum of 20), or to a number that allows for physical distancing (i.e. less students in a smaller room and more students in a larger room).
<p>Physical Distancing</p>	<ul style="list-style-type: none"> • Physical distancing (2 metre spacing) is a useful public health measure to help prevent the spread of disease. Increasing the space between persons decreases the risk of transmission. Where 2 metres is not possible between desks, the greatest possible spacing is recommended. <ul style="list-style-type: none"> ○ If 2 metres cannot be arranged between desks/tables, students should be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student. • In situations where physical distancing is not possible (e.g., busses, classrooms and some sporting activities), extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<p>regular basis before and after activities is strongly recommended.</p> <ul style="list-style-type: none"> ○ 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 may choose to wear a non-medical face mask to protect one another. Guidance on mask use is available here. ● It is still recommended to maintain physical distancing within a cohort whenever possible to minimize the risk for disease transmission (i.e., spacing between desks).
<p>Expectations for drop-off/pick-up and entry areas at schools</p>	<ul style="list-style-type: none"> ● Schools must develop procedures for drop-off/pick-up that support physical distancing of 2 metres, where possible, between all persons (except household members). ● Consider strategies to support physical distancing such as staggering drop-off and pick-up times and locations, or put in place other protocols to limit contact between staff/parents/guardians/children/students as much as possible.
<p>In-person learning</p>	<ul style="list-style-type: none"> ● Schools should develop procedures and plans for in-person learning that supports physical distancing (2 metres), where possible, and to separate cohorts to the greatest extent possible. ● Consider how to best address traffic flow throughout the schools. This may include one-way hallways and designated entrance and exit doors. Note that it is important not to reduce the number of exits and ensure the fire code is adhered to. ● If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglas barriers or partitions) administrative controls (adapting the activity to minimize or eliminate close contacts) or use of masks. ● For activity planning, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed: <ul style="list-style-type: none"> ○ Does the activity involve shared surfaces or objects frequently touched by hands?

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<ul style="list-style-type: none">○ Can an activity be modified to increase opportunities for physical distancing?○ What is the frequency/possibility to clean high touch surfaces (e.g., electronic devices, instruments, equipment, toys)?● To align with physical distancing requirements, field trips and activities requiring group transportation should not occur at this time.● Stagger lunch/snack breaks to maintain physical distancing among children/students.● Learning experiences involving unprotected (without a mask or physical barrier) in-person singing, cheering or shouting or playing wind instruments should be postponed at this time. Consider alternatives such as:<ul style="list-style-type: none">○ Recording or live-streaming individual performers in separate locations;○ Including more lessons focused on music appreciation or music theory;○ Choose to play instruments that are lower risk (e.g., percussion or string instruments over wind instruments).
<p>Expectations for visitors and other service providers entering the school</p>	<ul style="list-style-type: none">● There should be no non-essential persons allowed into the school.● Parents/guardians can attend the school if they are required as part of the educational programming needs of the school (i.e. medical injections, learning supports, etc.)<ul style="list-style-type: none">○ When a school visit is essential, the school must screen visitors using the attached tool (see Appendix C) before they enter the school.○ If a visitor answers YES to any of the questions, the individual must not be admitted into the school.● A record of all visitors must be kept.● The school must screen service providers, including delivery drivers and independent contractors using the attached tool (see Appendix C) before they enter the school.<ul style="list-style-type: none">○ If a service provider answers YES to any of the questions, the individual must not be admitted into the school.○ In the case of a delivery driver answering Yes, the driver/school will make alternate delivery arrangements.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

<p>Risk mitigation for high traffic areas in school facilities</p>	<ul style="list-style-type: none"> • Schools must institute controls to promote physical distancing between all attendees in areas in and outside of the classroom, including hallways, washrooms, and common areas. This may include: <ul style="list-style-type: none"> ○ Staggering start and end-times for classes to avoid crowded hallways. ○ Posting signs, using stanchions and marking floors. ○ Removing and restaging seating in public areas to prevent gathering. ○ Considering limiting bathroom occupancy at any one time.
<p>Expectations for shared use equipment</p>	<ul style="list-style-type: none"> • Use of shared items or equipment is to be avoided where possible. • Equipment that must be shared should be cleaned and disinfected after each use. • Arrangements for storage of personal items should be made. • Children/students should be provided with an area for storing personal items.
<p>Auxiliary Spaces</p>	<ul style="list-style-type: none"> • Gymnasiums are open for use in Stage 2 and can be used to deliver physical education programming. <ul style="list-style-type: none"> ○ When possible physical education should be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors. Follow the Guidance for Sport, Physical Activity and Recreation as relaunch progresses. ○ Administrators and teachers should choose activities or sports that support physical distancing (e.g. badminton over wrestling). • Consider using auxiliary space such as gyms and libraries to deliver education program to aid in physical distancing. • Use of shared items or sports equipment should be discouraged. Equipment that must be shared should be cleaned and disinfected before and after each use, or users should perform hand hygiene before and after each use. • School assemblies or other large gatherings (e.g., concerts or dances) must be avoided virtual options should be offered instead of in person gatherings.
<p>Food Services</p>	<ul style="list-style-type: none"> • No activities that involve the sharing of food between students or staff should occur.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

- Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff.
- For classroom meals and snacks:
 - No self-serve or family-style meal service. Instead, switch to pre-packaged meals or meals served by designated staff.
 - Food provided by the family should be stored with the student's belongings.
 - Close the food preparation areas off that could be accessed by students/children, non-designated staff, or essential visitors.
 - Ensure that food-handling staff practice meticulous hand hygiene and are excluded from work if they are symptomatic.
 - Students/children should practice physical distancing while eating.
 - There should be no common food items (e.g., salt and pepper shakers, ketchup).
 - Utensils should be used to serve food items (not fingers).
 - If a school is using a common lunchroom and staggering lunch times, ensure that cleaned and disinfected after each use all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.

Food Service Programs (Cafeteria)

- Food service establishments should follow the Alberta Health restaurant guidance posted [here](#).
 - School Cafeterias must use alternate processes to reduce the numbers of people dining together at one time.
 - Remove/rearrange dining tables or place signs on tables/chairs that are not to be used to maintain physical distancing.
 - Place tape or other markings on floors to maintain a physical distancing of 2 metres.
 - Stagger meal service times to reduce the numbers of people present at any one time.
 - Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
 - Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<ul style="list-style-type: none"> ○ Dispense cutlery, napkins and other items to students/children, rather than allowing them to pickup their own items.
<p>Responding to Illness</p>	<ul style="list-style-type: none"> ● Staff members, parents, and children/students must not enter the school if they have symptoms of COVID-19. ● Schools must develop procedures to address staff that become symptomatic during the school day to allow that staff member to isolate/leave the school for the time recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member should be encouraged to access COVID-19 testing by accessing the AHS Online Testing tool. ● If a child/student develops symptoms while at the school, the child/student should be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. The parent/guardian should be notified to come and pick up the student immediately. If a separate room is not available, the child/student must be kept at least 2 metres away from other children/students. The student should be encouraged to access COVID-19 testing by accessing the AHS Online Testing tool. <ul style="list-style-type: none"> ○ If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student. The student and staff should wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions should be avoided. If very close contact is required and the child is young the staff member should also use a face shield or eye protection. ○ Staff/students must wash their hands before donning a mask and before and after removing the mask (as per Alberta Health mask guidance), and before and after touching any items used by the child/student. ○ All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 10 days. ● Schools must keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<p>program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.</p> <ul style="list-style-type: none"> • If two or more staff/students within a cohort are identified as having symptoms consistent with COVID-19, the school should follow outbreak notification procedures as per routine zone protocols (under review for September 2020).
<p>Student Transportation</p>	<ul style="list-style-type: none"> • Parents and children/students must not be in the pick-up area or enter the bus if they have symptoms of COVID-19. • Encourage private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density. • Schools must develop procedures for student pick-up and drop off that support physical distancing of 2 metres between all persons (except household members or cohorted children/students and staff), support respiratory etiquette and access to hand hygiene. • The driver should be provided with a protective zone, which may include: <ul style="list-style-type: none"> ○ 2 metre physical distance; ○ Physical barrier; ○ Non-medical mask; or ○ Other • Students must be assigned seats and a record of this seating plan must be kept in order to assist with contact tracing in the case of a student being a case of COVID-19. Students who live in the same household should be seated together. • Schools must develop procedures for student loading, unloading and transfers that support physical distancing of 2 metres between all persons (except household members) and may include: <ul style="list-style-type: none"> ○ Children/students start loading from the back seats to the front of bus. ○ Where feasible, limit the number of students per bench unless from the same household. ○ Students from the same household may share seats. ○ Students start unloading from the front seats to the back of bus.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

	<ul style="list-style-type: none"> • If a child becomes symptomatic during the bus trip, a mask may be made available. The driver will contact the school to make the appropriate arrangements to pick up the child/student (see Responding to Illness above). • Bus cleaning and records. <ul style="list-style-type: none"> ○ Increase frequency of cleaning and disinfection of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS prior to each run. ○ It is recommended that vehicle cleaning logs be kept.
<p>Work Experience and other Learning Experiences</p>	<ul style="list-style-type: none"> • Work experience may resume as long as the risk of infection is mitigated for all participants. • If the work experience placement is in a workplace, the child/student is expected to follow health rules set out by the workplace which must comply with the Workplace Guidance for Business Owners. • If two or more individuals outside of the same cohort are required to come within 2 metres of one another for the purpose of instruction, practice, or undertaking examinations, additional protections must be instituted such as engineering controls (barriers or partitions) or use of masks by all individuals in close contact. • The time that individuals are in close contact should be kept to a minimum. • Use of shared items or equipment should be avoided. Equipment that must be shared should be cleaned and disinfected before and after each use, and users should perform hand hygiene before and after each use. • Learning experiences involving unprotected in-person singing or playing wind instruments may pose an increased risk of transmission and should be postponed at this time. Alternatives such as recording or live-streaming individual performers in separate locations should be pursued. • Sports practices and outdoor activities may proceed in accordance with sector specific guidance. • Guidelines for resuming indoor sport are under development and will be posted shortly. • For more guidance on outdoor sports and recreation, refer to the Guidance for Outdoor Recreation.

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

International Students/Programs	<ul style="list-style-type: none">• Once Canada lifts travel restrictions and non-essential international travel resumes, international travel programs and international education programs in Alberta can resume if quarantine requirements and public health orders are followed.
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GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

Appendix A: Indigenous Services Canada – First Nations and Inuit Health Branch ENVIRONMENTAL PUBLIC HEALTH SERVICES Contacts

ISC-First Nations and Inuit Health Branch Environmental Public Health Services	REGULAR BUSINESS HOURS 8:00 am – 4:00 pm	
Edmonton Office	Environmental Public Health	780-495-4409
Tsuut'ina Office	Environmental Public Health	403-299-3939

COVID-19 INFORMATION

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

Appendix B: AHS Zone Environmental Public Health Contacts

Portal link: <https://ephisahs.albertahealthservices.ca/create-case/>

ZONE	CONTACT EMAIL ADDRESS	PHONE NUMBERS FOR MAIN OFFICE
Calgary Zone	calgaryzone.environmentalhealth@ahs.ca	Calgary 403-943-2288
Central Zone	centralzone.environmentalhealth@ahs.ca	Red Deer 403-356-6366
Edmonton Zone	edmontonzone.environmentalhealth@ahs.ca	Edmonton 780-735-1800
North Zone	northzone.environmentalhealth@ahs.ca	Grande Prairie 780-513-7517
South Zone	she.southzoneeph@ahs.ca	Lethbridge 403-388-6689

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2

In-school classes partially resume (with additional health measures)

Appendix C Screening Questionnaire

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

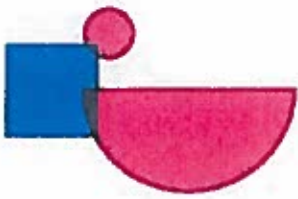
Risk Assessment: Initial Screening Questions

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 person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close unprotected* contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days?	YES	NO
4.	Have you/your child attending the program or activity had close unprotected* contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.



2020-2021 SCHOOL YEAR Update

05 August 2020

Return to School 01 September 2020 - Scenario 1

Dear Sturgeon Public Schools' Families,

On 21 July 2020, we received confirmation from the Government of Alberta that School Divisions will implement Scenario 1 of the Government's re-launch plan. Any change from Scenario 1, will be at the express direction of the Chief Medical Officer of Health and Minister of Education.

I appreciate that some of our families will be happy to have their children back in school with teachers and peers, while others may feel unsure about the return to school. Please know that the safety and well-being of our students, staff, and families is our top priority as is our commitment to high-quality teaching and learning.

For the 2020-2021 school year, Sturgeon Public will offer two program options to families:

1. Regular in-school classes
2. Continuity of Learning

We have created an [SPS Parent Re-Entry Survey](#) so that you may confirm with us, your preference for your child's education program for the 2020-2021 school year, and ask that you please complete this survey by **August 11, 2020**.

Sturgeon Public Schools has also created a [Guidebook](#) to support the safe re-entry to school for the 2020-2021 school year using the guidelines from the Government of Alberta. Everyone in our Sturgeon Public family will need to play their part and follow the protocols in this guide.

Here are links to the Government's School Re-entry Plan and the health guidance documents.

- [2020-21 School Re-Entry Plan](#)
- [COVID-19 information: Guidance for School Re-Entry - Scenario 1 - In-school classes resume \(near normal with health measures\)](#)

On behalf of our Sturgeon Public team, we look forward to welcoming our students and families back in September!

Yours in Rural Public Education,


Mary Lynne R. Campbell, ICD.D.
Superintendent of Schools

cc. Board of Trustees, Sturgeon Public Schools





Sturgeon Public Schools

Scenario 1: In-School Learning
classes resume, near-normal operations with
health measures

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

Last Updated August 05, 2020

Dare to reimagine learning

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

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Health Measures

Daily Self-Screening Practices

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory diseases by completing the **Screening Questionnaire** (Appendix A) before sending their child to school. Parents who need to be on school property must assess themselves before arriving at school or a Sturgeon Public site.

Non-Medical Masks

On 04 August 2020, the Minister of Education announced that non-medical masks are to be worn by all students Grades 4 to 12 effective 01 September 2020. Students will be required to wear a non-medical mask while on the bus and at school, particularly in common areas and in spaces where physical distancing requirements cannot be maintained.

The Government of Alberta will be providing two reusable non-medical masks to all Alberta students Kindergarten to Grade 12. Parents are responsible for providing additional non-medical masks for their children. Only those students in Grades 4 and up, however, will be required to wear a non-medical mask.

Illness While at School

Students exhibiting signs of illness must be moved to the school's infirmary room. Parents/guardians will be notified and advised to pick-up their child. If the parent is unable to pick up their child, they must designate an emergency contact for student pickup. It is the expectation that students are picked up by the family or emergency contact. Children exhibiting symptoms will not be transported home by bus. Within the Alberta Government's pandemic response, this is a responsibility to which all families must adhere.

Staff supervising symptomatic students must:

- Keep all other staff out of the infirmary room;
- Ensure the student wears a face non-medical mask;
- Use strict handwashing techniques;
- Maintain physical distancing where possible; and
- Wear gloves, non-medical mask and face shield while attending to the student.

The staff supervising the student may use an electronic thermometer to take the temperature of the student. After the student is picked-up, a sign will be posted stating that the room must be cleaned; staff will contact the appropriate custodial staff. All items the student touched must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, for example, paper, books, cardboard, must be removed from the classroom and stored in a sealed container for 10 days.

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

Confirmed Cases of COVID-19

If there are confirmed cases of COVID-19 identified within school settings, Sturgeon Public Schools' Zone Medical Officer of Health will work directly with the jurisdiction and school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort/class home or to close a school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work-at-home if they are required to self-isolate.

Students with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to Alberta Health Services. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in baseline) the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students as they would with other medical conditions.

Testing and Clearance to Return

For school re-entry to be successful, all students, families and staff must work together to minimize risks. Should anyone answer “Yes” to any of the **Screening Questionnaire** (Appendix A) questions, they are prohibited from entering the school. Your child must stay at home. Please use the [AHS COVID-19 Self-Assessment Tool](#) to determine whether your child needs to be tested. If they are tested and cleared to return, please confirm receipt of the negative test result with the school.

School Operations

Physical Distancing

Given the number of students in the building, we are working to minimize risk. We will not, however, always be able to maintain two metres physical separation between students. Therefore, it is important for everyone to wear a non-medical mask and anyone showing symptoms to stay home, get tested and cleared before returning to school.

Student Flow Inside the Building

Inside the school there will be directional signage in halls and stairwells to reduce physical interaction. The Principal will share defined procedures and guidelines that all individuals must follow. Teachers will teach students about the methods being used in the school to minimize risks.

Student Arrival and Entry

Parents/guardians must remain off school grounds or within their vehicle when dropping off their child. They must not enter the school unless approved by the Principal. The Principal will utilize as many entry doors as possible and assign all students an entry

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

point. Students should move directly to their designated entry door and wait for permission to enter the building while staying two metres apart where possible. The school will develop a schedule that ensures supervision for each entry door and throughout the building. Students will enter the building from their assigned meeting spot to minimize physical interactions. The Principal will create a schedule for student entry. Student entry may require staggered times, which do not necessarily align with established bell times.

All staff and students (Grades 4-12) are required to wear a non-medical mask and utilize hand sanitizer prior to entering the building and before entering their classroom. Once in the school, students will head directly to their class. Hallway lockers will not be utilized. Students will need to hang their jacket and backpack on the back of their chair or designated area within the classroom that supports distancing guidelines.

Your school will communicate the arrival and entry process to students and families.

Classroom Setup

Classrooms, desktops and countertops have been decluttered of all non-essential items to allow for custodial cleaning. Area rugs and soft furnishings that cannot be easily cleaned and disinfected have been removed. Desks have been separated within the limits of the size of the classroom and number of students. If two metres cannot be arranged between desks/tables, students will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups or a semi-circle). Students will be assigned a specific seat that will assist should there be a need to contact trace.

Staff and students are to utilize their own personal items (e.g. electronic devices, writing instruments, school supplies) and minimize any shared items. Where possible, teachers will organize their curricular content to minimize the need for shared resources at the beginning of the school year.

Students will be asked to help clean shared resources between individual use (e.g. microscopes, electronic devices, manipulatives, etc.).

Non-medical masks are to be worn by all staff and students Grades 4 to 12. Non-medical masks are mandatory in hallways and in any shared spaces where students, staff or teachers are not be able to maintain the recommended physical distancing requirement.

Student Groups/Cohorts

A cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the physical space of the classroom or learning setting and the number of students assigned to that teacher. In this scenario, class sizes will be consistent with what Sturgeon Public has provided in the past. Staff will work to limit cohort/class interactions where possible. Activities that bring together multiple classes or grades are to be limited wherever possible in this scenario.

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

Where possible, teachers will move from learning space-to-space rather than students moving.

End of School Day

Parents/guardians must remain off school grounds or within their vehicle while waiting for their children. They must not enter the school unless approved by the Principal. Teachers will ensure all students utilize hand sanitizer prior to leaving their last class.

Schools will communicate their plan to address students exiting the school in an orderly manner with appropriate supervision, maximizing the number of exit doors as practical while adhering to physical distancing guidelines. This may mean that schools may require classes/learning spaces to have staggered dismissal times while ensuring bus schedules are maintained.

Students waiting for pick up are to wait outside in a supervised designated area while following physical distancing guidelines. During inclement weather, the Principal will make alternate arrangements for the waiting area.

Prohibited Events

To reduce interactions between cohorts, multi-classroom/cohort gatherings such as assemblies, whole grade, or whole school groupings are prohibited.

Water Fountains/Water Bottles

Students and staff are encouraged to bring their own filled water bottle each day. Water refilling stations can be used to refill personal water bottles.

Shared School Spaces

Learning Commons, gymnasiums and foyers remain available for instructional use maximizing physical distancing where possible. Fitness centres and gymnasiums are only to be used for curricular purposes - with an emphasis on maintaining physical distancing. Playgrounds remain open for student use. Protocols about visiting the school office whether that be for parents, students or staff will be established and shared. Schools with common lunchroom areas will ensure physical distancing guidelines are followed and that they are cleaned and disinfected after each use. The school's infirmary is to be designated for COVID-19 quarantining and not other injuries.

Visitors/Parents/Volunteers

In order to minimize risks, volunteers and guest presenters are not permitted until further notice. Authorized visitors include parents, delivery personnel, SPS staff, RCMP and AHS. All authorized visitors must wear a non-medical mask when entering a school or division building. Prior to an authorized visitor entering the school, they must use the posted self-screening tool and use their mobile phone to Check-in and Check-out. This will be posted on the entry doors of all schools and Division Office. A record of all visitors who enter any SPS building will be maintained by SPS staff. Parents will be informed of the process to book a meeting time with school office staff or teachers. These meetings

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

may be face-to-face, keeping physical distance, or be by electronic means.

Eating Lunch

Staff and students will practice physical distancing guidelines while eating lunch to the best of their ability. Common lunchroom areas may be utilized but must be cleaned after each use. No food sharing for staff or students. Students must not share utensils, dishes, water bottles or drink containers. Students will be asked to wash their hands or use hand sanitizer before and after eating. Students may be asked to help wipe down their own desks or tables used for eating. Use of microwaves is not allowed.

Recess

Schools will develop a coordinated exit/entry schedule utilizing as many exit/entry doors as possible for grades/cohorts to leave their class/learning space to go outside for recess and to return to class/learning space. Recess breaks may be staggered by the schools to reduce the number of students exiting/playing/entering the school. Supervisors will encourage students to practice physical distancing while having recess break.

Class Transitions/Breaks

Junior high and high schools will have class transition breaks in their daily schedule. Where possible, teachers will be encouraged to move rather than students. These breaks are for moving to the student's next class, washroom breaks or refilling water bottles.

Schools may stagger the end of various classes to reduce the number of students transitioning at once. Students will be required to wear their non-medical masks (Grades 4-12) and follow posted traffic flow protocols during class transitions.

Extra-Curricular Activities

Sturgeon Public Schools is working with Alberta Education and Alberta Health and education partners, including the Alberta School Athletics Association, to explore possibilities for athletic activities and events within the context of current health measures. **SPS extra-curricular athletics and fine arts performances are suspended until further notice.**

Field Trips

Guidance from AHS states that field trips and activities requiring group transportation should not be scheduled. As such, field trips should be restricted to locations within walking distance of the school. All field trips beyond a reasonable walking distance are cancelled and should not be planned (e.g. international, out-of-province, out-of-community, across town trips).

School Councils

School Council members and the school Principal may choose to meet via an online environment or face-to-face. If they are to occur face-to-face, they must meet outside

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

the regular school day and follow school and AHS guidelines and protocols around hand sanitizer use, size of meeting, maintain physical distancing, wiping surfaces.

Breakfast/Lunch/Snack Programs

Only programs that are serving pre-packaged food in individual bags are permitted to operate. Schools will need to ensure all food handling protocols from AHS are followed including wearing of gloves and non-medical masks for anyone packaging or delivery the pre-packaged foods. Given no volunteers will be permitted into the building, this will impact the ability to offer these types of programs. No general hot lunch or fund-raising food/lunch programs are permitted at this time. Vending machines will not be operational.

Before and After School Programs

Before and After School Programs operated in Sturgeon Public sites, will continue to operate under the Government of Alberta Daycare Guidelines.

Lockers

In order to reduce congestion in the hallways, hallway lockers will not be accessible.

Washrooms

Regular washroom access is maintained for students while schools put measures in place to attempt to reduce the number of students using a washroom at any one time. Washroom capacity will be posted, and students will be expected to wait, while practicing physical distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage will be placed about washing hands and physical distancing.

Soft Surface Furniture and Equipment

Where soft surface furniture and items can be cleaned using routine protocols, they will be able to remain accessible. If they cannot be cleaned using routine protocols, then they have been removed or marked unavailable using identifiable tape.

Shared School Technology

Schools will work to limit multiple students accessing the same device in a day. Students are encouraged to bring their own device to school to minimize shared usage of devices. Families may purchase a device through SPS's Technology Store by placing an order through the PowerSchool portal. Schools are encouraged to divide devices into cohorts and/or grade levels and limit the number of people that contact the device. Devices, including makerspace/learning common resources, are to be cleaned after each individual use following SPS's device cleaning protocol.

Learning

Courses/Subjects

In Scenario 1, students are expected to cover all curricular areas with no significant change to hours of instruction.

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

Optional courses will proceed but may require some adjustments to support physical distancing and other measures to reduce risks.

- Music/Band will not include in-person singing, cheering or shouting or playing wind instruments at this time. Music/Band programs will need to consider alternative ways to achieve the learning outcomes while reducing risks.
- When possible, physical education should be done outside instead of inside and with activities that support physical distancing. Where there is shared equipment, those pieces of equipment need to be sanitized after the cohort is finished using them.
- CTS/CTF courses shall follow industry guidance provided by Alberta Health Services (cosmetology, foods, shops, etc.). Communal created food should not be consumed.
- Work experience learning opportunities for students may proceed but minimize close contact and students may want to wear a non-medical mask where physical distancing is not possible.
- Where the subject requires the use of shared items like learning stations, manipulatives, science equipment, teachers will work with students to wipe down devices after each individual use.

Fall Review

Teachers will take time early in the new year to support students with key concepts from the spring Continuity of Learning. This review should not be used for evaluation but rather help guide and shape instruction over the coming months.

Supporting At-Home Learning While Self-Isolating or Ill

Consistent with what happens during non-pandemic times, should a child need to stay home for a period due to illness, classroom teachers will provide key work for the student to be able to work on while at-home. Homework bundles or tasks would be provided to the student by the regular teacher, but they would not be engaging in at-home learning as was provided through Continuity of Learning.

Supporting Students Who Require Individual/Specialized Support and Medically Fragile Students

Sturgeon Public Schools will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Students with complex or differing learning needs will continue to be intentionally included in the learning of the whole classroom with support from Learning Services. Where required, registered nurse and/or licensed practical nurse will be engaged and will need to follow the guidelines from AHS. Divisional supports, such as occupational therapists, speech-language pathologists, psychologists, physical therapists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. Some of the services will be provided online.

STURGEON PUBLIC SCHOOLS – SCENARIO 1: IN CLASS LEARNING

COVID-19 Specific Protocol Teaching

Staff will utilize many different resources available to teach and support how the school is operating considering the pandemic. Various tools from AHS will be introduced to teach student hand washing, proper physical distancing protocols, etc. Ways to support one's mental health and social-emotional supports also will be taught by the school.

Transportation

Transportation of Students

Regular transportation service levels will be maintained in Scenario 1.

Students in Grades 4–12 will be required to wear a non-medical mask. K–3 students are encouraged to wear a non-medical mask while riding the bus.

Students registered for service will be assigned a route and be expected to utilize their electronic bus pass each time they enter and exit a bus. Regular fees will apply for all riders. All fees must be paid in full for students to receive an electronic bus pass to board the bus. Families can withdraw their student from the bus at any time. Refunds will not be processed for a partial month of service.

A seating plan will be followed in order to keep students from the same household together wherever possible. The seating plan will attempt to spread out the riders as much as possible given the limited space on the bus. Individuals must sit in the assigned seat and cannot move seats to sit with friends.

Families are required to complete the **Screening Questionnaire** (see Appendix A) prior to sending their student to the bus stop. Students that have any of the identified symptoms must remain home until tested and cleared. Families are encouraged to remind their children that social distancing must be followed at the bus stop.

If a student displays or brings to the driver's attention any concerning symptoms as outlined in the **Screening Questionnaire** (see Appendix A) during the route, the driver must stop when it is safe to do so and move the student to the reserved row at the front. The driver must then immediately wipe down the area where the student was sitting and alert the school. The school will provide the student with an isolated space to wait while the parent is notified to pick up their child.

Each bus will be cleaned according to COVID-19 cleaning standards prior to each run.

Buildings and Cleaning

Cleaning

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

If the classroom or space is used by multiple cohorts during the day, individuals within that cohort are asked to wipe down their individual desk in between cohorts.

Caretaking staff will maintain schools within SPS's pandemic cleaning protocol. Kindergarten classrooms will be cleaned in-between morning and afternoon groups.

Each school site will close at 5:00pm each school day to provide the time needed for caretaking staff to meet the public health cleaning requirements.

Community Use of SPS Spaces

In order to reduce the number of people in the building, community and joint-use of indoor spaces in schools is suspended until further notice.

Appendix A

Screening Questionnaire

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

Risk Assessment: Initial 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 person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close unprotected* contact (face-to-face contact within 2 metres/6 feet) with someone who has travelled outside of Canada in the last 14 days <u>and who is ill**?</u>	YES	NO
4.	Have you/your child attending the program or activity had close unprotected* contact (face-to-face contact within 2 metres/6 feet) in the last 14 days with someone who is ill**?		
5.	Have you/your child or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.

Frequently Asked Questions Return to School - September 2020

If your question is not answered below, please contact
SPSDTransportation@Sturgeon.ab.ca

Please see [Sturgeon Public Schools Relaunch Guidebook](#) for complete information regarding the return to school this fall.

Are masks required for the bus?

Yes, masks will be required for students in grades 4-12. Students will not be allowed to get on the bus without a mask.

- Please ensure your child has a mask for the first day of school if the Government issued masks have not yet been distributed.

It is recommended that students in Pre K to Grade 3 use masks on the bus, as social distancing measures cannot be followed.

Are drivers going to wear masks?

Yes.

How do I pay my fees?

Transportation fees can be paid through PowerSchool either in full, or by setting up a payment plan which breaks the fee down into monthly installments. Alternatively, payment can be made at our Central Office location (9820-104 Street, Morinville.) There is limited access to the building, so please email SPSDTransportation@Sturgeon.ab.ca to set up a time to come in.

When are fees due?

Fees are due **August 21** in order to allow time for the printing of the bus passes and the creation of mandatory seating plans.

How do I get my child's bus pass?

Once you have paid your transportation fees you will be mailed a bus pass.

What if I change my mind and decide to drive my child after I have registered and paid for bus fees?

First, notify SPSDTransportation@Sturgeon.ab.ca to let them know you will no longer require bus service for your child. Refunds will be calculated based on pre-paid months of service remaining.

Can I register for bus service mid-year?

You may apply for bus service mid-year but service will be based on availability. In many cases, routes cannot accommodate additional students.

What happens if I do not pay my fees?

If Transportation fees are not paid, service will not be provided. Students must have bus passes to board the bus.

I can't afford the fees, how do I get them waived?

The [Fees Policy 410](#) provides information on the fees assessed and collection procedures. Families can apply to have fees waived if they are unable to pay due to financial hardship. Please note: Applications for Fee Waiver will not be accepted if students are attending Schools of Choice or are non-resident students as per Fees Policy 410.

The [Fee Waiver Application](#) must be accompanied by documentation to support the application (e.g. CRA Notice of Assessment). Fee Waiver Applications are

sent to the Associate Superintendent for review
(charmaine.brooks@sturgeon.ab.ca).

How do I find out if my fee credit applied from last year?

Transportation fee credits were applied to each account for the upcoming school year. If you have a question about Transportation Fee credits contact spsd@transportation.ab.ca. If you have a question about any other fee credits, please contact Accounts.Payable@Sturgeon.ab.ca

What if I want to apply my School overpayment towards the Transportation fee?

Please contact Accounts.Payable@Sturgeon.ab.ca to request a transfer of credit from your school amount to your transportation amount.

What is the supplemental bus fee?

The supplemental bus fee is assessed for students who are registered for transportation service from two separate addresses, and require transportation service using two buses.

Who is my child's bus driver?

Once the routes are established, drivers will be assigned by each one of Sturgeon Public Schools contracted bus service providers. Your child's bus driver will contact you by phone to share information about the route during the week of August .

What time is the bus picking up and where is the bus stop for my child?

Your child's bus driver will be contacting you with that information during the week of August 24 - 28. If your child rode the bus last year, it is likely that the bus

stop and pick up times will be the same, or within a few minutes of last year. Please visit our [website](#) for more bus stop information.

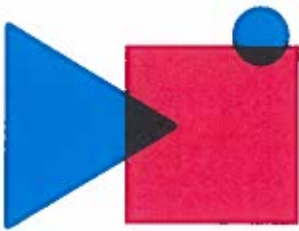
How are children screened before they get on the bus?

Parents must ensure they review the **Screening Questionnaire** daily with their children.

Parents are responsible to ensure students with COVID-19 symptoms or experiencing illness do not ride the bus.

How will the children be seated on the bus?

Mandatory seating plans will be in place to allow students from the same household to sit together. Also, whenever possible, students will load from the back to the front of the bus and unload from the front to the back of the bus. Bus operators will not be able to accommodate seating changes.



B O A R D
MEMORANDUM

Date: August 26, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Amy Hebert, Coordinator, Transportation
Subject: Transportation Update

Background:

As of 19 August 2020, Transportation Services had 2743 students registered for bus service and issued 947 Bus Passes to students with fully paid fees. This represents an 11.5% decrease in ridership over this time last year.

Since June, two Requests for Proposals (RFP) were posted and completed.

The GPS implementation was delayed due to issues with delivery from the supplier in Texas. Currently, all the buses have the GPS equipment and scanners installed and Contractors have been invoiced for 1/2 the cost of the equipment for spare buses. Over the summer, three Contractors assisted with the installation of the equipment for 36 buses in the fleet with the remaining being completed by an external contractor.

Steve Whitehouse, Foster Park worked with Administration to complete the profile for the market. Foster Park will have terms for the Board's consideration 14 October 2020.

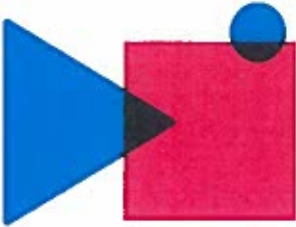
Recommendation:

This report is shared as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO





BOARD
MEMORANDUM



Date: August 26, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Lynne Chaston, Director, Financial Services
Subject: Monthly Financial Report

Background:

Attached you will find the 11 Months Financial Report for 2019-2020 as of July 31, 2020.

Recommendation:

That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment