



JANUS ACADEMY COVID-19 RE-ENTRY HANDBOOK

Scenario 1 – Near Normal Operations

Carlene Chrumka

Introduction..... 2

Health Guidelines 3

School Operations 5

Educational Program Changes 7

Facilities Cleaning & Personal Protective Equipment 8

Visitor Guidelines & Drop-off/Pick-up 9

Staff Guidelines 9

Appendix A – Contractor Guidelines 12

Appendix B – Self Screening Form13

Introduction

Purpose of Handbook

Janus Academy is committed to the health and safety of its students, staff and community during the COVID-19 pandemic. Alberta Education has outlined three scenarios for school re-entry in the Fall, including:

- Scenario 1 – In-school classes resume, near-normal operations with health measures
- Scenario 2 – In-school classes partially resume with additional health measures
- Scenario 3 – At home learning continues, in-school classes are cancelled

This handbook has been developed to support the safe re-entry to school for the 2020/2021 school year, under **Scenario 1**, near normal operations, as defined by Alberta Education and Alberta Health Services.

Audience

This handbook is intended to communicate key re-entry principles to Janus Academy’s parents, Janus Academy’s staff, Janus Academy’s board of directors, Alberta Education and Alberta Health Services.

Timeline of Handbook

This handbook has been created during the COVID-19 Pandemic. The handbook will be applicable beginning August 31, 2020, and will remain active for the 2020-2021 school year, or until administration announces that it is no longer active.

Where this handbook conflicts with another Janus Academy policy or procedure, this handbook will take precedence. This handbook may change with time, dependent on the latest government guidance.

Guiding Principles of Handbook

This handbook was prepared in accordance with the following key principles:

- Student and staff safety are a key priority.
- Student learning and interaction with peers during the pandemic is essential.
- Risks of COVID-19 spread should be minimized whenever possible.
- Janus Academy staff, parents and students are all partners in keeping our community safe – we are in this together.

Handbook Structure

This handbook will outline measures as follows:

- Health Guidelines – new expectations for parents and students
- School Operations – changes to school operations to manage risk
- Educational Program Changes – changes to educational planning to manage risk
- Facilities Cleaning and Personal Protective Equipment – strategies to keep our facility and community safe during the pandemic
- Visitor Guidelines – expectations of visitors to the school
- Staff Guidelines – how our staff will be staying safe and encouraging our students to stay safe

Health Guidelines

Daily Screening Expectations

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the Janus Academy On-line Health Questionnaire shown in Appendix B before sending the child to school. The same assessment must be taken by any parent who is considering entering the school. If the child or parent answers yes to any question in the questionnaire, they **must not** enter the school building. As outlined in the staff section, all staff and external visitors will need to follow similar screening procedures. **Janus Academy will maintain a zero tolerance policy for illness, for both staff and students.**

Parents must stay apprised of the latest list of symptoms for COVID-19, provided by Alberta Health Services. At the time of writing, symptoms include:

- Fever
- Cough
- Shortness of Breath / Difficulty Breathing
- Sore throat
- Chills
- Painful swallowing
- Runny Nose / Nasal Congestion
- Feeling unwell / Fatigued
- Nausea / Vomiting / Diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle/ Joint aches
- Headache
- Conjunctivitis (Pink Eye)

Student Illness at School

If a student develops or exhibits COVID-19 related symptoms while at the school, the student will be directed to the applicable office. The student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room, or space that is 2 meters away from others.

Staff supervising symptomatic students will wear gloves, mask and face shield while attending the student, and adhere to strict handwashing techniques before and after.

The parent/guardian will be notified to come and pick up the student **immediately**. It is the expectation that the student is picked up within two hours. Janus Academy encourages parents to have an additional emergency contact available for pick-up if parents both work and are not able to pick-up within two hours.

All items the student touched will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, i.e., paper, books, cardboard, will be removed from the classroom and stored in a sealed container for 10 days (if not sent home with the student).

Parents must then complete the [COVID-19 Self Assessment for Albertans](#) online, to identify whether or not COVID-19 testing is required for their student. If the assessment indicates that testing is required, the student must be tested and results received before returning to school. If the student is tested and cleared to return to school, parents must send evidence of the negative test to the school.

Confirmed cases of COVID-19

If there are cases of COVID-19 identified within school settings, Janus Academy's Zone Medical Officer of Health will work directly with the 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 class home or to close the 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 the Alberta Health Services Guidance. This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline) the individual must stay home and be tested and cleared. Janus Academy will track typical symptoms that may be confused for COVID-19 for students. This will include conditions such as allergies, illnesses requiring medication during school day, etc.

Hygiene

Janus Academy will promote frequent and proper hand hygiene for students. Students must sanitize their hands before and after eating, when entering the building, when leaving the building, when entering classrooms, and when leaving classrooms. Hand washing with soap and water is required if a student has visibly dirty hands. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds.

Hand sanitizer (a non-alcohol-based hand sanitizer approved by Health Canada for effectiveness against COVID-19) will be placed at entrances/exits, classrooms and high traffic areas. Janus Academy has chosen a non-alcohol based sanitizer because these hand sanitizers cause less skin irritation, are non-flammable, and pose less of a threat when accidentally ingested. To reiterate, the hand sanitizer being used in the school has been approved by Health Canada for effectiveness against COVID-19.

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing or sanitizing. Staff will encourage and model proper hand washing, sanitizing, and distancing measures for students to observe and place into practice.

Janus Academy's students will also be expected and encouraged to follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash), if they become symptomatic while at school. **No symptomatic students should be sent to school.**

School Operations

Physical Distancing

As much as possible, physical distancing between students will be maintained to minimize risk. However, there will be times when physical distancing will be unable to be maintained, which is why it is key that anyone showing symptoms stays home, then gets tested and cleared before returning to school.

Student Arrival and Entry

During the morning drop-off, students should physically distance outdoors until the doors open. As part of the staggered entry plan, doors will open no earlier than 8:55 AM for all students. As there is only one point of entry for students into the building, staff will direct/escort students to their classrooms.

Janus Academy staff will supervise and encourage physical distancing as students proceed through the stairways and hallways, to their classes.

All staff and students must utilize hand sanitizer when entering the building and before entering their classroom. Once in the school, students will head directly to their class. Lockers will only be used for storing outdoor clothing. Students will need to keep all of their school supplies / binders in the classroom.

Cohorts

As has been communicated by Alberta Health Services, the risk of transmission of COVID-19 is reduced by limiting exposure to others. In light of this, cohorting has been an encouraged form of practice. A cohort is defined as a group of students and staff who remain together. Contact tracing is also more feasible when groups (cohorts) are maintained. Janus Academy's students will be cohorted by classroom whenever feasible. This will include recess, lunch and Physical Education classes. As much as possible, the cohorts will stay in the same space, and teachers will move between spaces.

Hallways Density

To ensure physical distancing within the hallways, arrows have been placed in high traffic areas to provide directional flow of traffic and safe distancing for staff and students.

Students will remain in their designated classrooms as much as possible, with teachers moving between classes if necessary. There will be exceptions in some subjects. This may include Physical Education, Music and Consumer Science classes.

Recess times will be staggered to ensure minimal interaction with other cohorts.

Large Gatherings

Typical large gatherings of students, such as assemblies or other multi-grade gatherings will not occur, if physical distancing of two meters between each student cannot be maintained.

Washrooms

Regular washroom access will be maintained but all students, regardless of their ability to transition to the washroom on their own, will be escorted by a staff member. This will ensure that cleaning and sanitizing procedures can be completed after every use. Washrooms will be thoroughly cleaned regularly. Signage will be placed about washing hands and physical distancing.

Classroom Set-up

In Scenario 1, physical distancing will be adhered to whenever possible and student sizes will be kept well within the limitations established by health authorities. Students will not share supplies. Whenever possible, students will be assigned to specific desks and chairs that will only be used by them.

Shared School Technology

All shared technology, such as computers, Chromebooks and iPads, will be sanitized between each use.

Recess

Janus Academy will ensure an orderly exit and entry during recess. Students will be required to sanitize their hands when leaving for recess and returning to the classroom. Supervisors will encourage students to physically distance as much as possible during the recesses.

Food Sharing

No activities that involve sharing food should occur between students or staff. If students are eating snacks or lunches in classrooms, any food brought from home must be stored with the student's belongings until it is time for snack/lunch. Proper hand washing or sanitizing must take place before the consumption of food and after the food has been eaten. As well, desk surfaces will need to be cleaned and disinfected after eating.

Reducing population density throughout the school

Floor markings are in place to provide directional flow and reduce congregating in high traffic areas. All public area seating is restricted and building access for parents and the general public is discouraged unless necessary.

Large gathering spaces such as the Studio can be utilized to accommodate physical distancing and may be considered for use for various activities to help mitigate distance requirements.

Parking Lot – Pick-up Procedures

Janus Academy staff will be positioned at the outside entrance to the school as well as at the upstairs entrance to ensure that students are practicing physical distancing and cleaning requirements for their hands as outlined above. We ask all parents to ensure that students are arriving at the designated school opening times to ensure that the least amount of disruption happens during student arrivals and departures.

Educational Program Changes

Courses/Subjects

Janus Academy will maintain its commitment to high quality education during the pandemic. All courses and subjects will continue to be taught under Scenario 1. Some activities will need to be modified, as outlined in the sections below.

At-home support

Any student exhibiting symptoms of COVID-19 must stay home. Janus Academy recommends that parents of these students complete the online COVID-19 assessment tool through AHS, to determine whether or not testing is required. To best support each student's learning, Janus Academy recommends having students tested for COVID-19 as soon as possible. If the test comes back negative, the student can return to school, and scheduled learning. During the time off for testing, teachers will provide support, similar to how they would have before the pandemic during a student absence.

If a student must self-isolate due to COVID-19, their teacher will provide as much support as possible. It should be noted that this support will not reflect the online learning that occurred in the Spring of 2020, but would instead represent the same level of support that a student would have received before the pandemic.

If an entire grade must self-isolate due to COVID-19, online teaching will occur during the isolation period, similar to the Spring of 2020.

Activity Planning

Where possible, activities will be modified to increase opportunities for physical distancing and reduce sharing of objects. Any activity involving shared items or equipment will be avoided where possible. If equipment must be shared, then all shared items must be cleaned and disinfected after each use.

Field Trips

As per Alberta Health Regulations, all field trips and activities requiring group transportation are postponed at this time.

Supporting Students Who Require Individual/Specialized Support

Janus Academy will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Specialized supports, such as occupational therapists and speech-language pathologists, will provide service following their professional association guidelines.

Some of these services will be face-to-face but physically distanced where possible. It is expected that many of these professionals will need to wear various personal protective equipment in order to minimize risks.

Facilities Cleaning & Personal Protective Equipment

Facilities Cleaning

A thorough cleaning of the facilities has taken place prior to re-entry and procedures are in place to ensure increased cleaning practices and efficiencies.

Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. door knobs, counters) inside and outside classrooms will be conducted twice per day. Once mid-way through the school day and the other after students have left the building. All washrooms and high-touch areas will be cleaned after each use and again a thorough disinfecting will be done twice per day. This may be increased if the need arises from any particular incident such as a student being sick.

Custodial staff hours have been increased to help us meet these new standards for cleaning and sanitizing. Cleaning logs will be kept and maintained to ensure the completion of all cleaning and disinfecting protocols. Electrostatic sanitizers have also been purchased to assist in sanitizing large areas efficiently and effectively.

Teachers and students will also be encouraged to sanitize their work areas regularly, and to wipe down any shared equipment or items after each use.

HVAC systems

Janus Academy has increased our HVAC systems and they have been inspected as a part of the renovations that have taken place for our new location. We will continue to monitor these to ensure adequate air-flow throughout the building.

Personal Protective Equipment Expectations

Janus Academy will follow AHS guidelines in regards to personal protective equipment and masks. AHS notes that *“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.”*. The Education Minister has announced that all students and teachers will be issued two (2) washable masks that are to be used whenever possible. Staff may also use face shields if they feel this is something that will aid in their safety. We will make every effort to ensure that students adhere to this policy as set out by the Ministry and the Chief Medical Office of Alberta. Where this is not possible due to student’s inability to keep masks on, staff will make every effort to ensure distancing between students and also employ stricter cleaning and sanitizing protocols.

For employees, as physical distancing may not be possible due to the requirements of our teaching methodology and the hand over hand interactions that are necessary with many of our students, masks will be a requirement. If an employee is concerned that their role will not allow physical distancing, the

employee can contact their supervisor, and Janus Academy will provide a mask or face shield as required.

Visitor Guidelines & Drop-off/Pick-up

Visitors should not enter the building if feeling unwell or experiencing any COVID-19 symptoms. All visitors to the school will be asked to use the self-screening tool (see Appendix F) before entering the school. If a visitor answers YES to any of the questions, the individual must not be admitted to the school.

In keeping with security measures already in place, a record of all visitors will be kept.

Parents will be allowed to enter the building on a limited basis, having completed the self-screening tool. Janus Academy asks that all parents stay in their vehicles during pick-up and drop-off, as much as possible.

Janus Academy recognizes that certain visits are necessary and unavoidable and request that parents plan their visits to the school during non-rush periods (rush periods to avoid: 8AM – 9AM, 3PM – 4PM).

Some acceptable reasons to come into the school building include:

- Drop-off of medication or forgotten supplies
- Mid-day pick up of students

Staff Guidelines

Screening, Time-off

Staff will not be allowed into the building if exhibiting symptoms of COVID-19. All staff are expected to complete the On-Line Health questionnaire in Appendix F before arriving at work. Staff will be expected to complete the AHS COVID-19 self-assessment if symptomatic, and will be asked to provide proof of a negative test before return to school. Time-off policies have been adjusted to ensure that staff are not unduly penalized for staying home due to illness. Further details can be found in the COVID-19 Staff Policy.

Substitute Teaching

Janus Academy recognizes that it may incur increased staff absenteeism due to its strict screening policies. As such, Janus Academy has worked to increase its substitute teaching list to ensure availability of substitutes. Janus Academy also encourages internal coverage where possible. Any teachers who are staying home from work due to illness are encouraged to complete the AHS COVID-19 Self-Assessment as soon as possible, so that they may get tested and return to work as soon as they've received clearance from AHS to do so.

Employee Hygiene

Janus Academy promotes frequent and proper hand hygiene for employees. Employees must wash their hands before and after eating, when entering the building, when leaving the building, when entering class

spaces and when leaving class spaces. Where hand-washing isn't practical, hand sanitizing is required. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds or using the provided hand sanitizer. Hand washing with soap and water is required if the employee has visibly dirty hands.

Hand sanitizer (approved by Health Canada) will be placed at entrances/exits, classrooms and high traffic areas.

Janus Academy's employees should also follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing.

Illness while at the school

Staff members will not enter the building if they have symptoms of COVID-19. Janus Academy will maintain a zero tolerance policy for illness, for both staff and students.

If an employee becomes sick while at work, the following requirements apply:

- Employees who begin having COVID-19 symptoms while at school should leave and begin isolation at home immediately.
- If unable to leave due to coverage concerns, the staff member will contact their supervisor; it is the expectation that the administrator will personally replace the ill employee, or find an internal coverage replacement as soon as possible.
- After being directed to leave the school, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from all others.
- Once a sick individual has left the workplace, Janus Academy designated staff will clean and disinfect all surfaces and areas with which they may have come into contact.
- Janus Academy's administration will consider and record the names of all close contacts (employees and students) that the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started. This information may be necessary if the sick employee later tests positive for COVID-19.

Staff Safety Protocols

As per direction by Alberta Health, physical distancing will be required in shared spaces such as the staffroom, hallways and classrooms. Janus Academy will set staffroom occupancy limits as required.

All staff will be required to wipe down high touch surfaces that they use in the staffroom before it is used by another member of staff (e.g. microwave touch panel, toaster, coffee maker). No activities that involve the sharing of food between staff should occur. Increased cleaning measures will ensure that the staffroom is cleaned by the designated team immediately after lunch.

Physical distancing is expected at all meetings (including team meetings). Meetings will be held via Zoom if adequate space is not available for all participants of the meeting to physically distance (e.g. staff meetings).

It is an expectation that all staff will model appropriate hand hygiene and physical distancing practices to the students throughout the day, and encourage students to adhere to these practices.

Appendix A – Contractor Guidelines

Contractors required for facilities maintenance will be allowed into the facility. Contractors must complete the COVID-19 Screening Questionnaire, and not enter the building if exhibiting any symptoms of COVID-19.

Contractors will be required to sign in and out (as usual). Contractors will be expected to physically distance by two metres at all times, and wear masks when not able to physically distance. If the contractor does not have a mask, Janus Academy will provide one. Contractors will be booked on weekends and during other periods of time that students are not in the building as much as possible.

Appendix B – COVID-19 Self Screening Questionnaire

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.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you 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.