



# LAKELAND CATHOLIC SCHOOL DIVISION COVID-19 MANUAL

**2021-2022 School Year**

*Updated October 25, 2021*

*NOTE: All forms and letters are available electronically in the COVID-19 Re-Entry Documentation Google Drive*



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# Lakeland Catholic Schools

## Division Prayer

**It helps now and then, to step back and take a long view.**

The kingdom is not only beyond our efforts, it is even beyond vision.

We accomplish in our lifetime only a tiny fraction of the magnificent enterprise that is God's work.

Nothing we do is complete, which is a way of saying that the kingdom lies beyond us.

No statement says all that could be said. No prayer fully expresses our faith.

No confession brings perfection. No pastoral visit brings wholeness.

No program accomplishes the church's mission.

No set goals and objectives include everything.

**This is what we are about.**

We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.

We cannot do everything, and there is a sense of liberation in realizing that. This enables us to do something, and to do it very well. It may be incomplete, but it is a beginning, a step along the way, an opportunity for the Lord's grace to enter and to do the rest.

We may never see the results, but that is the difference between the master builder and the worker.

We are workers, not master builders: ministers, not messiahs.

We are prophets for a future not our own.

-AMEN

(A Prayer by Archbishop Oscar Romero)



# The COVID-19 Manual

This manual is intended to act as a guide for Lakeland Catholic Schools as we continue to navigate the COVID-19 pandemic.

COVID-19 remains to be a significant challenge in our world, impacting schools in conducting normal operations.

We recognize the need for uniform parameters and considerations that are specific enough to be actionable, yet broad enough to be adaptable. This guide will be revised and updated regularly as more data and information becomes available.

The guidance provided in this document is intended to support Lakeland Catholic schools and school authorities in reducing opportunities for transmission of COVID-19 in schools.

This includes:

- a) practices to minimize the risk of transmission of infection among attendees;
- b) procedures for rapid response if an attendee develops symptoms or illness, and
- c) maintenance of high levels of sanitation and personal hygiene.

Regardless of the scenario, this handbook has been developed to provide administrators, school staff, parents/guardians, and students with information to guide the re-entry to schools and to mitigate the risks associated with COVID-19 to students, staff, and parents/guardians.

## What it is:

- A guidance document
- Based on evidence and expertise
- Comprised of the essential actions design to spur thinking, planning, and prioritization
- Part of the continuum of school decision making
- A fluid document that will change and evolve based on current information, directives, and needs

## What it isn't:

- Legal advice
- Based upon opinion or ideology
- An exhaustive list of every action that a division or school leader will need to return to school
- The final word on how the Division or individual schools will manage the next phases of COVID-19



## Definitions

**Cohort:** A COVID-19 cohort is a group whose members are always the same people, and who do not always keep two metres apart. Cohorts in schools will generally be the size of one class.

As per current Chief Medical Office of Health orders, Lakeland Catholic students in Kindergarten through Grade 6 must be assigned to a cohort. Two metres physical distancing must be maintained between individuals who are not members of the same cohort.

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**Exclusion from School:** Exclusion from school means that unvaccinated individuals who are in a class cohort that experienced **three** cases of COVID-19 who attended school while infectious within a five-day period cannot attend school in-person for 10 days from the last date they were exposed to an infectious COVID-19 case.

Exclusion is only applicable for staff and students in Kindergarten through Grade 6, as per Chief Medical Officer of Health orders.

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**Exposed Group:** Exposed groups are groups of individuals who were exposed to a COVID-19 case during the case's infectious period. Exposed groups include:

- Staff and students who attended the same class as the COVID-19 case (e.g., classmates, teachers).
- Students and staff members who attended the same school-based extra-curricular activities where 2 metres physical distancing was not maintained (e.g., sports, intramurals, clubs).
- Students and staff members who sat within three rows of the COVID-19 case on the school bus. If there is no seating plan, the entire bus would be considered exposed.

Individuals who are identified as being in an exposed group are not all necessarily close contacts of the COVID-19 case. Close contacts have close physical contact with a COVID-19 case, have close prolonged contact (15 minutes or more, within 2 metres) with a COVID-19 case, or have contact with infectious body fluids of a COVID-19 case.

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**Infectious Period:** The infectious period for a person with symptoms of COVID-19 is from 48 hours before symptoms appear until 10 days after onset of symptoms.

The infectious period for a person who tests positive for COVID-19 but does not have symptoms is considered to be from 48 hours before the date they were tested until 10 days after the test (or if symptoms do start in this period, for 10 days after onset of symptoms).

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**Isolation:** Isolation “separates sick people with a contagious disease from people who are not sick” (CDC, 2020). The current legal isolation requirement in Alberta for people who have COVID-19 or who are sick with the core symptoms specific to their age group is 10 days from when symptoms started or until symptoms have improved AND they are afebrile for 24 hours, without the use of fever-reducing medications, whichever is longer.



## Vaccines

Currently, all Albertans born in 2009 or before are eligible for the COVID-19 vaccine. Lakeland Catholic encourages eligible students and staff to get vaccinated for respiratory illnesses where applicable, such as COVID-19 and influenza.

Vaccines provide a significant level of protection against severe outcomes from diseases including COVID-19.

Lakeland Catholic recognizes that the decision to get vaccinated is a personal one. Consent forms are required in order for students to get all vaccines.

## Lakeland Catholic General Building Safety

Lakeland Catholic maintains HVAC systems in accordance with manufacturer operational guidelines. For more information on building ventilation, please refer to the General Operational Guidance and School Indoor Air Quality (IAQ) - Mechanical Ventilation in Schools ([albertahealthservices.ca](http://albertahealthservices.ca)).

In addition, schools will:

- Open windows and doors where possible to increase air circulation
- Encourage outdoor activities when weather permits
- Base hand hygiene frequency on the activity (e.g., entering/leaving school or classroom, boarding/exiting the bus, changing activities, before and after using shared equipment, before and after eating, putting on/removing a mask, after using washrooms, etc.)
- Place hand sanitizer containing at least 60% alcohol in multiple locations throughout the school where soap and water is not available (e.g. entrance ways, exits, and near high-touch surfaces)
- Use hand hygiene before and after handling items, including paper tests and assignments
- Store items that cannot be cleaned or disinfected between routine use (i.e. paper books) for at least 24 hours

NOTE: If parents have questions about their child using alcohol-based hand sanitizer they should contact their school administration to discuss potential alternatives. Hand sanitizer can cause serious harm if ingested, therefore use by younger students will be monitored.

Water fountains can remain open (unless there is an outbreak and directed by the Superintendent to close). Regular cleaning, according to manufacturer recommendations and division sanitation standards, will occur.

Additional Alberta Health Services resources, such as posters on hand washing procedures and how to use alcohol-based hand sanitizer, can be found at [albertahealthservices.ca](http://albertahealthservices.ca).



## Hand Hygiene

Lakeland Catholic will continue with previously established hand hygiene protocols for all students, staff, and visitors, this includes:

- Providing soap and running water or hand sanitizer containing at least 60% alcohol.
- Placing hand sanitizer in convenient locations throughout the school where soap and water may not be available or nearby, such as in entrances, exits, and near high-touch surfaces.
- Promoting hand hygiene before/after activities (e.g., entering/leaving school or classroom, boarding/exiting the bus, changing activities, before and after using shared equipment, before and after eating or serving food, after using washrooms, before and after having physical contact with other staff or students, etc.).
- Giving verbal reminders for hand hygiene and posting signs.

## Respiratory Etiquette

Lakeland Catholic encourages students, staff and visitors to continue to use proper respiratory etiquette (e.g., sneezing into the elbow or a tissue, discarding tissues immediately into a lined bin, practicing hand hygiene).

Schools will have information available (e.g., signs) for individuals on these practices, as needed.

## Staying Home When Sick

For information on isolation for staff and students with symptoms, or for confirmed COVID-19 cases, please see **Appendix A**.

Parents/guardians should assess their children daily for any new signs or symptoms of COVID-19 using the Alberta Health Daily Checklist, please see **Appendix B**.

Before leaving home, staff (including substitute teachers), and visitors, should assess whether they feel well enough to attend school for any reason, please see **Appendix C**.

Anyone that reports COVID-19 symptoms is directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner), and fill out the AHS Online Self-Assessment tool to determine if they should be tested.

Anyone who feels unwell with other symptoms should stay at home until their condition improves or their symptoms show no sign of worsening.



## Responding to Illness

### Symptomatic Students and Staff

Lakeland Catholic Schools will have established plans in place for a rapid response should a student or staff member develop any symptoms of illness while at school.

They will include the following:

- Sending home students or staff who are sick, where possible.
- Having a separate area for students and staff who are sick and waiting to go home.
- Providing a mask to students and staff with respiratory illness symptoms if they do not have one.
- Disinfecting areas and items touched by the sick student or staff member.
- Staff members caring for an ill student will wear a mask and other PPE as necessary.

Anyone with symptoms should be encouraged to access COVID-19 testing. Students experiencing fever, cough, shortness of breath or loss of sense of taste/smell must continue to isolate for 10 days from when their symptoms started or until they resolve, whichever is longer, OR until they receive a negative COVID-19 test result.

Proof of a negative COVID-19 test result is not necessary for a student, teacher or staff member to return to school.

It is strongly recommended that unimmunized or partially immunized household contacts of COVID-19 cases stay home for 14 days from the date of last household exposure.

In addition, they should be monitored for symptoms for 14 days from the last day of household exposure, and if they develop any symptoms, should be taken for testing. More information on isolation requirements for people with symptoms can be found on the Alberta Health website.

### COVID-19 Case Notification

#### Notification of confirmed case:

Once a positive case of COVID-19 has been identified within a school, Alberta Health Services will determine if the staff member/student attended school while they were infectious.

AHS will send demographic information (name and date of birth) of newly identified COVID-19 cases who attended school while infectious to school authorities on a daily basis via email. School authorities will not be notified of confirmed cases that did not attend school while infectious. These individuals, or their parents/guardians, will be asked by AHS to inform the school they were not infectious while at the school.



**Confirming exposure:**

The school authority will confirm if there was a risk of exposure while at the school and if the COVID-19 case was at the school during the infectious period. If there is no risk of exposure, no additional action is required. If there was a possible exposure, the school will need to identify the exposed groups. This includes, but isn't limited to: classroom, school bus, extra-curriculars, visitors, and staff.

A list of the exposed groups will be created.

**Notifying exposed groups:**

Once school authorities have created a list of the exposed groups, they will fill out the exposure notification letter (**Appendix I**). This letter will be sent home with all staff/students/visitors who were identified as being in a group that the infectious case of COVID-19 was a part of.

**Review of existing preventative measures:**

The school authority will review the current measures in place in the classroom where the exposure occurred. This information can be collected using the Existing Public Health Measures Form (**Appendix J**). The Superintendent will use this information to consider where additional precautions can be taken to minimize the spread of COVID-19 within the school.

## Public Notification of COVID-19

AHS began posting information publicly about school level COVID-19 cases in schools.

Effective Tuesday, October 12, Lakeland Catholic will be following the provincial reporting process. AHS will be notifying Lakeland Catholic of the positive COVID-19 cases that were infectious while at school. This information will be shared with close contacts.

Principals will update their websites daily with the number of active cases of COVID-19 in their schools within the last 14 days. The personal details of the student or staff member must remain confidential, however, any classes, extra-curricular groups, and school buses the student/staff member has come into contact with will be listed.

See **Appendix H** for a sample of the Daily Update to be shared on school websites.



## Alerts and Outbreaks

A school **outbreak** will now be reported as 10 or more COVID-19 cases within a 14-day period that were infectious while at school.

A school **alert** will now be reported as two to four COVID-19 cases within a 14-day period that were infectious while at school.

A school **alert** will now be reported as five to nine COVID-19 cases within a 14-day period that were infectious while at school.

### IMPORTANT NOTE:

- Daily attendance is **essential**. Teachers must be taking their classroom's attendance daily and in a timely manner.
- When a confirmed COVID-19 case is reported, the principal must send home the Parent Notification letter to the classroom(s) that this case is linked to. A copy of this letter must be sent to Central Office for tracking purposes.
- Please update the number of active cases on the school website's COVID-19 report

## Exclusion for Exposed Students (K-Grade 6 Only)

If three cases of COVID-19 are identified in one class (Kindergarten through Grade 6) who attended school while infectious within a five-day period, the class cohort will be excluded from school. This means that any unvaccinated individuals who were in the class cohort cannot attend school in-person for 10 days from the last date they were exposed to the infectious case.

If three COVID-19 cases are confirmed to have been in the same class and attended school while infectious within five consecutive calendar days of each other, the school must notify AHS Public Health by sending an encrypted email to [SchoolList@ahs.ca](mailto:SchoolList@ahs.ca) and cc [CDC-Schools-Daycare@ahs.ca](mailto:CDC-Schools-Daycare@ahs.ca). In addition, the school must include a list of exposed classmates/staff in the class cohort, as well as parent/guardian email addresses and/or phone numbers using the AHS template.

Alberta Health will confirm that the class cohort meets the criteria for exclusion before sending a letter via email to staff members and parents/guardians of students in the affected classroom.

Exposed individuals who are fully vaccinated are not legally required to be excluded from school. Staff members who are fully vaccinated can be exempt from the 10 day exclusion from attending a school building.

The school may decide to make operational decision to move an entire class cohort to at-home learning independent of vaccination status.



## Public Reporting

Alberta Health will be updating the COVID-19 School Status Map to include any school that has two or more infections cases of COVID-19 within a 14-day period. Schools will be listed in either alert (2-4), alert (5-9), or outbreak (10+) status.

## Outbreak Protocols

### Declaring an outbreak:

AHS Public Health will initiate an outbreak investigation once there are **10 or more** confirmed cases of COVID-19 in the school setting within a 14-day period who were present at the school while infectious.

### Notifying students, parents/guardians, and staff of an outbreak:

If an outbreak has been declared, AHS will draft a letter specific to the school, including what actions are being taken and any relevant health advice. The letter is signed by the Zone Medical Officer of Health (or designate) and provided to the school for distribution.

### Outbreak management:

AHS will monitor for ongoing COVID-19 cases at the school. Staff are to review all applicable public health guidance documents and plan to ensure adherence to public health measures in order to mitigate the risk of additional spread of COVID-19.

The Zone Medical Officer of Health or Superintendent may make recommendations or provide orders to effectively control the outbreak. These recommendations will be based on the number of active COVID-19 cases in the school and the risk of ongoing transmission, as determined by AHS' investigation.

Additional recommendations may include, but are not limited to: active healthy screening with questionnaires, increasing frequency of cleaning and disinfection, strictly maintaining cohorts, additional mask requirements, and/or limiting group/extra-curricular activities.

A site assessment may be conducted by AHS Environmental Public Health, at the discretion of the Zone Medical Officer of Health.

The school will notify AHS of any issues or difficulties following the guidance recommendations.

AHS Public Health will notify Alberta Health of all cases of COVID-19, as well as any schools who have an outbreak declared,



### **Supporting isolation:**

Staff should be prepared to support continued learning for all students who are at home due to isolation and/or exclusion.

The length of time a student/staff member must remain home and isolate is dependent on symptoms and COVID-19 test results.

### **Responding to information requests:**

Schools may receive questions from parents, the public, or the media in relation to their outbreak status. Administrators can answer general questions from students, parents/guardians, and staff, however all personal information or individual identifying information should not be disclosed. School administrators should discuss media requests with the Superintendent.

### **Declaring an outbreak over:**

Working with school administration and the Superintendent, AHS will determine when an outbreak is over. School COVID-19 outbreaks are typically declared over after 14 days of no new cases. This 14-day window begins from the date symptoms started in the last case. The Medical Officer of Health or designate determines when to close the investigation based on their public health investigation.

Only AHS Public Health can declare an outbreak to be over.

AHS Public Health will inform the Superintendent/school administrators/designates when an outbreak has been declared as over before notifying Alberta Health that the outbreak has been closed. Alberta Health will update the COVID-19 School Status Map to reflect when an outbreak is declared over.

### **Notifying parents/guardians, students, and staff the outbreak is over:**

After receiving notification from AHS Public Health that the outbreak is over, the school may use the Outbreak Over Notification Letter template to share this information with students, staff, and parents.

### **Resuming normal activities:**

After receiving notification the outbreak is over, the school should follow the recommendations from AHS Public Health in relation to resuming regular activities that may have been disrupted by the COVID-19 outbreak.

The school may notify relevant stakeholders the outbreak is over, evaluate the effectiveness of the school's response to the outbreak, and discuss best practices, lessons learned, and any issues that may have been identified.



## Rapid Testing

Starting late-October, rapid testing kits will be provided to school authorities for Kindergarten to Grade 6 schools, starting with schools that are experiencing an outbreak.

The rapid testing program will be voluntary. Should children, students, and staff choose to participate, they will be provided with rapid testing kits to test twice per week for four weeks. These tests are to be done at home and are for those individuals who are asymptomatic. Those with symptoms need to be tested at an AHS assessment centre. The program will begin pending test kit availability and will run until Health Canada completes its review of the submission for approval to use COVID-19 vaccine for children under the age of 12.

## Staff Absences

Principals are to report staff (professional and paraprofessional) absences due to COVID-19 daily to the Deputy Superintendent.

A staff absence will be recorded on the school website as part of the COVID-19 report, which will be updated by school administration daily with the number of positive COVID-19 cases in the last 14 days.

## Staff Working from Home

Staff are **not** to work from home when absent due to illness. As per the Collective Agreement, if teachers are out for 4 consecutive days they will plan for up to 4 days of instruction.

In addition:

- All illness leave due to COVID-19 will come from 'Sick Leave'
- Absences for care for an ill child will follow the Collective Agreement of Family Medical Days, entitled personal days

## Students Learning From Home

Principals will support teachers in providing learning to students while they are absent due to illness. This can be via Google Classroom, packages etc.

No live streamed lessons will be offered from classrooms, however, teachers can video their lectures/direction and upload this to Google Classroom for students to view at a later time.

Teacher's may also provide support via Google Meets to check in with students, during their regularly scheduled class time, to provide support/clarification on assignments and learning.



## Lakeland Catholic Online Learning

Lakeland Catholic Online Learning (LCOL) will continue to offer programming for students (Grades 1-12) for families who wish to register.

The deadline for the LCOL registration is September 30 and on an individualized case-by-case basis after this date and between reporting periods. Parents/Guardians should contact the school principal for more information.

- All families who are currently registered with LCOL are committed until the next reporting period (November, March) /semester break (January). New registrations may be accepted at this time and online students may return to in-person learning at their schools.
- Should parents inquire about moving their child(ren) online - principals must contact Jeff Cey.  
-Special considerations may be granted, if approved by Superintendent/Deputy Superintendent to move to LCOL outside the determined transition times.
- When a parent requests moving online due to COVID/illness, the principal will seek further information and help provide possible solutions to supporting learning from home while away.

## Screening

Before leaving home, staff (including substitute teachers), children/students, visitors, and volunteers who will access the school for work or education, are expected to self-screen for symptoms each day that they enter the school using the applicable checklist for their age group (See **Appendix B and C**).

Parents and children/students will be provided a copy of the screening checklist. This can be a hard copy or a link to the digital copy of the screening checklist. Schools will have copies of the daily checklists available for visitors.

Although health screening of staff, students, and visitors is required, there is no requirement for verification or the collection and retention of formal records. Schools should keep records of students' known pre-existing medical 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 at least once for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school. Following a negative test result, such symptoms will be considered part of the student's baseline health. Written confirmation by a physician that a student or staff member's symptoms are due to a chronic illness is not necessary. Repeat testing is not indicated unless the nature of the symptom changes (e.g., a chronic cough worsens).

Anyone who 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.



## Cohorting

Cohorts are groups of students and/or staff who remain together. Staff and students in grades Kindergarten to 6 are to remain in cohorts whenever possible.

Typically a cohort in a school will be a class. Lakeland Catholic will limit the number of cohorts students in Kindergarten through Grade 6 are involved in. The number of classroom cohorts teachers and support staff belong to should be limited where possible.

Cohorting should be maintained during activities outside the classroom, such as recess and lunch breaks. If students from two different cohorts wish to socialize, they should remain 2 metres apart.

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 should be instituted.

Teachers who regularly interact within 2 metres of students in their class are considered part of the cohort. If teachers interact with more than one group of students without distancing, they are part of multiple cohorts. If a teacher or staff member does not interact within 2 metres of students in their classes, they would not be considered part of the cohort.

Teachers/staff will not be in a cohort with each other, unless it is absolutely required for operational purposes. (i.e., a teacher and a teacher's assistant who work with the same classroom cohort).

## Physical Distancing

Schools should institute controls to promote physical distancing as much as possible between all students/staff in areas inside and outside of the classroom, including hallways, washrooms and common areas.

This may include but is not limited to:

- Staggering start and end times for classes to avoid crowded entrances or exits and hallways.
- Posting signs and marking floors with arrows to control the flow of traffic.
- Removing and staggering seating in public areas to prevent gathering.
- Considering limiting bathroom occupancy to support physical distancing.
- 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). Students are not expected to sit at their desks for the duration of the day.
- If 2 metres spacing cannot be arranged between desks/tables, the greatest possible spacing is recommended.
- Students in Grades 4 - 12 should be arranged so they are not facing each other





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In situations where physical distancing is not possible (e.g., on the bus, in classrooms and while participating in some sporting activities), or for younger grades with play-based curricula, there should be extra emphasis on hand hygiene, respiratory etiquette, not attending school when ill, and cleaning and disinfecting on a regular basis before and after activities.

Schools will have the following procedure for drop-off that supports physical distancing where possible between all persons (except household members):

- Designated entrances for classes/groups of students.
- Physical distancing markers in crowded areas.
- Encourage parents/guardians to remain outside during drop-off and pick-up.

Large gatherings of students and staff (e.g., assemblies, in-person group professional development day activities) and assemblies are prohibited. Virtual options should be offered instead of in-person gatherings.

If virtual assemblies are not possible, keep cohorts (Kindergarten - Grade 6) 2 metres apart. Students in Grades 4 through 12, staff, and visitors are required to wear a mask. Masks in these settings are recommended for students in Kindergarten through Grade 3.

## Masks

Students, teachers, staff and visitors must follow provincial requirements for masks. All students attending Grades 4 through 12, staff members, and visitors are required to wear a mask while in indoor common areas of a school.

Masks are not required while students are seated in the classroom during instruction if students are working quietly and desks are arranged so students are not facing each other.

If close contact occurs between students, or is going to occur as a result of classroom activities, masks should be used for the duration of this activity.

Masks are recommended for students attending Kindergarten through Grade 3 unless the school is on an outbreak. Should an outbreak be declared, masks will be mandatory for students in these grades at the direction of the Superintendent.

A teacher/staff may remove a mask when alone at a workstation and separated by at least 2 metres from all other persons.

Face shields are not equivalent to non-medical face masks and are insufficient on their own. They may be worn in addition to a mask, at the discretion of the individual. Staff may elect to wear a face shield or eye protection in addition to a mask when completing personal care of students or when staff are in close contact with students where droplets may be a risk factor.





Persons seeking a mask exception at a Lakeland Catholic school must discuss their request with the school administration. Exceptions to the mask requirement for students in Grades 4 through 12, staff and all visitors include:

- Persons who are unable to place, use, or remove a non-medical face mask without assistance;
- Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
- Persons consuming food or drink in designated areas;
- Persons engaged in physical exercise;
- Persons seated at a desk or table within a classroom or place where instruction is taking place and where the desks, tables and chairs are arranged in a manner to prevent persons who are seated from facing each other, and to allow the greatest possible distance between seated persons;
- Persons providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance, and
- Persons separated from every other person by a physical barrier. School authorities may choose to implement more stringent masking requirements.

Parents/guardians should be encouraged to help their children become comfortable either wearing or not wearing a mask

Masks remain mandatory for students, staff members and visitors on school buses, school division provided transportation, public transit, taxis and ride-sharing.

## Library and Learning Commons

School library and learning commons are open for staff and students.

Students must sanitize upon entering and exiting the library and learning commons.

Items that cannot be cleaned or disinfected between routine use (e.g., paper books) can be stored for 24 hours. Books must be stored for 24 hours before being placed back into circulation.



## Field Trips

Off-site activities (e.g., field trips for group physical activity, performance activities and recreational activities that are part of the curriculum) are permitted.

- Individual cohorts for students in Kindergarten through Grade 6 will be maintained during transportation to and from any external field trip site, as well as at the location. If two cohorts share a bus, they must be separated by 2 metres.
- Organization or facility staff at the off-site activity must maintain physical distancing of at least 2 metres from the visiting students and staff
- Activities will be held outdoors when possible
- Staff and students will follow the established health measures put in place at the intended field trip destination

Lakeland Catholic Schools will follow the procedures for when a child/staff member falls ill (see Responding to Illness) to address students or staff developing symptoms during the field trip. If the child is unable to be picked up, a designated area to isolate the ill individual, any extra supplies that may be needed (e.g., mask for the child, mask/face shield for the individual attending to the child, etc.) will be provided until they can be transported home or picked up by a parent/guardian or designate.

In-school field trips may occur. All visitors to the school must follow the established health measures that are in place for the school.

Lakeland Catholic will **not** be permitting overnight, out-of-province, or international trips at this time.

## Visitors

Visitors are limited to those determined as critical to achieve the operational mandate of the school (i.e. hot lunch program). They are required to follow the school policies such as physical distancing, hand hygiene, staying home when ill, and wearing a mask.

Parents/guardians can attend the school if they are required (e.g., parents/guardians may drop off student lunches or other necessary items as required).

A visitor or service provider (including delivery drivers and independent contractors) should use the applicable checklist for their age group before they enter the school, please see **Appendix C**.

Lakeland Catholic Schools still requires all visitors to check in at the office as per school division protocols.



## Extra-curriculars

### Performance Activity

Lakeland Catholic Students are able to participate in group performance activities (i.e., singing, dancing, playing instruments, theatre).

- Maintain 2 metres physical distancing between participating students, where possible.
- Singers and wind instrument musicians should keep 2 metres away from other performers and individuals at all times.
- Wind instruments must be equipped with a cover intended to prevent droplet transmission.
- In indoor settings, groups should not sing or play wind instruments for more than 30 minutes at a time, with a 10 minute break afterwards to allow for air exchange in the room.
- When performance activities involve singing, all singers, including students in Kindergarten through Grade 3, must wear masks when singing indoors.
- As singing is a higher risk activity, students who have an exception to masking can be provided with another musical part (e.g., percussion) or if the child will be singing, they should be alone in a dedicated space or room (e.g., a different classroom, using a virtual video participation option).

Spectator attendance is **prohibited** at this time. Viewing will be made available through live stream or recorded video

Students are able to participate in an extracurricular performance activity following the CMOH orders for general youth performance activities. For more information about current restrictions, see the webpage for public health actions.

### Physical Activity

Students are permitted to participate in group physical activities. Indoor group classes, training, and competitions are permitted, but participants are required to:

- Screen for symptoms
- Maintain 2 metres distancing, except youth while engaged in physical activity
- Wear a mask, except youth while engaged in physical activity

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.

Administrators and teachers should, where possible, choose activities or sports that support physical distancing and limit face-to-face activities (i.e. badminton over wrestling).



Student contact surfaces (e.g., physical education equipment) will be cleaned and disinfected between each student/user.

Limit the sharing of supplies/equipment as much as possible and ensure proper sanitization of supplies/equipment is done between users.

Staff will ensure that proper ventilation and air circulation is maintained throughout the day.

## Sports

Team-based sports and league play can continue, however, spectators are not permitted at this time. Live streaming, or recorded video can be made available.

Daytime trips for tournaments are allowed, however, overnight trips are not permitted.

Lakeland Catholic sports teams must follow the protocols for student illness in place should a player or staff member fall ill or show symptoms during transit or at the event.

## Work Experience

Work experience is permitted 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 should comply with the General Operational Guidance and the sector-specific guidance.

## Ceremonies and Celebratory Events

All celebratory events in Lakeland Catholic Schools (Meet the Teacher Night, Welcome Back Gatherings, Awards Ceremonies, Masses, Liturgies) are to be hosted virtually.

Students in grades Kindergarten to 6 may attend mass in cohorts, while students in Grades 7 to 12 may attend following Parish guidelines.



## School Transportation (incl. School Buses)

Masks remain mandatory for all students, teachers, staff members, and visitors on school buses.

### Prior to Transportation:

- Students, as well as drivers, will be required to self-assess daily (individually or with parental assistance) using the Alberta Health Daily Checklist (**Appendix B** and **Appendix C**) prior to boarding the bus
- Parents/Guardians and child(ren) should not be in the pick-up area or board the bus if they have symptoms of COVID-19

### While on the School Bus:

- Students will be assigned seats and a record of this seating plan will be sent to Lakeland's Transportation Manager and school principals
- Students will respect physical distancing while they get on and off the bus, and staff will remind them of this
- If a child becomes symptomatic during the bus trip, the driver will contact the school to make appropriate arrangements for the child/student's pick-up
- Loading/Unloading will include:
  - Students will start loading from the back seats to the front of the bus where possible
  - Where feasible, limit the number of students per bench unless from the same household
  - Students from the same household will be seated together
  - Students will unload from the front seats to the back of the bus

### While at School:

- If a student develops symptoms while at school, they will not be permitted to return home on the bus and should be picked up by a parent/guardian

### School bus cleaning and records:

- Buses will be cleaned according to COVID-19 cleaning standards, including increased frequency of cleaning and disinfection of high-touch surfaces, such as door handles, rails, window areas, steering wheel, mobile devices, and GPS after each run.
- Drivers will keep a record of this cleaning

Note: Bus services may be disrupted if contractors have shortfall in drivers due to absenteeism.

Parents/Guardians are encouraged to make alternate arrangements for transportation should they not feel comfortable with their child(ren) riding on the school bus with other children.



## Technology

Lakeland Catholic is still set up for rapid home deployment where necessary.

**For in school use:** Each student should be assigned their own device where possible. Where this is not possible devices must be wiped down using disinfectant wipes in between student use.

**When students are sent home with a device:** Parents must sign a home use form.

Contact the technology department regarding chargers, they may be able to provide spare charges at this time.

When the device is returned to school, it must be put back into the cart it came from.

Give the technology department as much advance notice as possible, where possible for any mass changes to digital devices.

## International Students

International travel programs and international education programs in Alberta must follow current public health orders and local restrictions. Individuals who have traveled from outside of Canada are provided with specific instructions and requirements at the border. They are to follow the Government of Canada Travel, Testing, Quarantine and Borders instructions, including any requirements for exempt travelers related to attending high-risk environments.

School administrators/authorities are not expected to be assessing students for following requirements set out by the Federal Quarantine Act. Students/families are not required to provide proof of vaccination status for school administrators/authorities. Providing school administrators with proof of a negative test result after arrival in Canada is not required to attend school.

## Compliance

School administrators and school authorities who have concerns, need specific guidance or have questions about how to apply the measures outlined in the guidance document should contact the Superintendent and may contact:

- The AHS Environmental Public Health in their zone for assistance is attached in (Appendix D).

Concerns identified by AHS should be discussed with the Superintendent and school administration.



## School Calendar

Lakeland School administrators must implement routine measures to reduce the risk of transmission of COVID-19 and other respiratory illnesses including promoting and facilitating hand hygiene and respiratory etiquette, staying home when sick, maintaining ventilation, and ensuring regular cleaning and disinfection of high traffic/touch areas as directed by LCSD Board of Education.

School administration must be prepared to implement contingency plans supplied by Alberta Education on the direction of the Superintendent, if necessary.

### Grade 6 and 9 Provincial Achievement Tests (PATs)

The administration of PATs will resume as per normal practice in the 2021–2022 school year. The PAT schedule provides flexibility for school authorities to administer them within a fixed period of time.

PATs will be administered in all subjects—English Language Arts, French Language Arts, Français, Knowledge and Employability, Mathematics, Science and Social Studies

### Grade 12 Diploma Exams (PDEs)

The administration of diploma exams will resume and are mandatory in the 2021–2022 school year as per normal practice.

Diploma exams will be offered in every diploma course subject in November, January, April, June and August.

Diploma exam results will continue to constitute 30% of a student's final diploma course mark.

### Grade 3 Student Learning Assessments

Lakeland Catholic Schools will not be administering Grade 3 SLAs for the 2021-22 school year.



## Children and Students Who Require Specialized Supports

Individualized and/or specialized supports and services are available to Lakeland Catholic students who require them whether they are learning at home or in school as per a typical school year.

Mental health supports for children, students and staff at Lakeland Catholic are in place, and resources will be shared with staff by administration and Family Outreach Workers.

## Inclusive Learning

Lakeland Catholic's Inclusive Learning will continue with the following considerations:

- Where possible, student assistants should be allocated to one class.
- IPP meetings will be held virtually, over Google Meet, or over the phone.
- Utilization of hallways for sensory regulation is permitted - student must practice hand hygiene when entering and exiting the classroom.
- Sensory rooms are permitted, but must be sanitized between uses.
- When working with small groups, the Multidisciplinary team will group the students from one class, whenever possible.
- OTs will wear eye protection when physical distancing cannot be maintained.
- All shared materials will be sanitized.
- Oral mechanism exams will only occur when absolutely necessary with PPE.
- Sensory tools may continue to be used with regular sanitation. Items that cannot be sanitized should not be used.

## Professional Learning

Professional Learning for all LCSD staff will be conducted mostly online. Team meetings may be held in-person if physical distancing can be maintained, however, any meetings including individuals from outside of the school will be held virtually.

## Early Learning

Students in Kindergarten to Grade 3 must wear masks for performance activities including singing. They are required to be physically distanced if they are participating in other performance activities.

The classroom will be cleaned and disinfected between different cohorts of students for preschool.

Students must use hand sanitizer or wash hands upon entering the school or classroom and will be closely monitored when doing so.





## Food Services

Classes that teach food preparation may occur as long as students follow general precautions, such as ensuring hand hygiene, respiratory etiquette, wearing non-medical face masks, maintaining 2 metres physical distancing (where possible) and avoiding handling common or shared serving utensils or cookware.

- Any food prepared during a class that teaches food preparation should be served by a designated person. Students should follow physical distancing measures while eating and during food preparation where possible.

Activities that involve the sharing of food items between students or staff will not occur (e.g., pot luck, buffet-style service).

Parents/teachers can provide pre-packaged food/treats for a classroom if there is a designated person serving the food and appropriate hand hygiene is followed before and after eating. Please follow the Lakeland Catholic's policy for parent-provided food.

### **For classroom meals and snacks:**

- Pre-packaged meals or meals served by designated staff should be the norm. No self-serve or family-style meal service should occur.
- There should be no common food items (e.g., salt and pepper shakers, ketchup bottle).
- Designated staff should serve food items using utensils (not fingers).

If a school is using a common lunchroom and staggering lunch times, ensure that all surfaces of the tables and chairs (including the underneath edge of the chair seat) are cleaned and disinfected after each use.

Schools will adapt other areas to serve as additional dining space to increase spacing among persons in the same room.

Do not use buffet-style self-serve. Instead, switch to pre-packaged meals or meals served by staff.

Dispense cutlery, napkins and other items to students/children rather than allowing them to pick up their own items.

## Other Measures

- School Council meetings will be held virtually until further notice.
- Meetings and PD for staff within the same school may be held in-person, however, any meetings including individuals from outside of your school must be held virtually.
- Parent teacher interviews will be virtual. Submit process and dates to Superintendent by October 15, 2021.
- Student teacher programs will continue. Student teachers will follow all division protocols as they work in our buildings.
- Carpooling is discouraged. If necessary, individuals must wear masks.
- Division vehicles must be sanitized between uses.



## Appendix A

### Management of Symptomatic Individuals and Individuals Tested for COVID-19

Symptoms	COVID-19 Test Result:	Management of Individual:
Symptomatic	Positive	Isolate for a minimum 10 days or until symptoms have improved AND no fever for 24 hours, without the use of fever-reducing medications, whichever is longer.
	Negative	Stay home until symptoms resolve.
	Not tested	<p><b>Student:</b> If symptoms include fever, cough, shortness of breath or loss of sense of taste/smell: Isolate for a minimum for 10 days or until symptoms have improved AND afebrile for 24 hours, without the use of fever-reducing medications, whichever is longer.</p> <p><b>Adult:</b> If symptoms include fever, cough, shortness of breath, sore throat or runny nose: Isolate for a minimum for 10 days or until symptoms have improved AND afebrile for 24 hours, without the use of fever-reducing medications, whichever is longer.</p> <p><b>Student:</b> If other symptoms (chills, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigued, nausea/vomiting/diarrhea, unexplained loss of appetite, muscle/joint aches, headache or conjunctivitis):</p> <ul style="list-style-type: none"> <li>• ONE symptom: stay home, monitor for 24h. If improves, return when well enough to go (testing not necessary).</li> <li>• TWO symptoms OR ONE symptom that persists or worsens: Stay home until symptom(s) resolve (testing recommended but not required).</li> </ul> <p><b>Adult:</b> If other symptoms, stay home until symptoms resolve.</p>
Asymptomatic	Positive	Isolate for a minimum of 10 days from the collection date of the swab.
	Negative	No isolation required.



# Appendix B

## AHS COVID-19 Checklist (Children Under 18)

1.	<b>Has your child been a household contact of a case<sup>2</sup> of COVID-19 in the last 14 days?</b> <i>A household contact: a person who lives in the same residence as the case OR who has been in frequent, long-duration, close-range interaction with a case of COVID-19. For example, siblings, someone who slept over, or someone who provided direct physical care to the child.</i>	YES	NO
<b>If the answer is "YES" AND they are NOT fully immunized<sup>4</sup>:</b> <ul style="list-style-type: none"> <li>Child should stay home and NOT attend school, childcare and/or other activities for 14 days from the last day of exposure and monitor for symptoms. If your child has symptoms, proceed to question 2.</li> </ul>			
<b>If the answer is "NO" to question 1, proceed to question 2</b>			
2.	<b>Does the child have any new onset (or worsening) of the following core symptoms:</b>		
	<b>Fever</b> Temperature of 38 degrees Celsius or higher	YES	NO
	<b>Cough</b> Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
	<b>Shortness of breath</b> Continuous, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
	<b>Loss of sense of smell or taste</b> Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
<b>If the answer is "YES" to any symptom in question 2:</b> <ul style="list-style-type: none"> <li>The child is required to isolate for 10 days from onset of symptoms as per the current <a href="#">CMOH Order</a> OR receive a negative COVID-19 test and feel better before returning to activities.</li> <li>Use the <a href="#">AHS Online Assessment Tool</a> or call Health Link 811 to arrange for testing and to receive additional information on isolation.</li> </ul>			



## Appendix B Continued

### AHS COVID-19 Checklist (Children Under 18)

<b>3.</b>	<b>Does the child have any new onset (or worsening) of the following other symptoms:</b>		
	<b>Chills</b> Without fever, not related to being outside in cold weather	YES	NO
	<b>Sore throat/painful swallowing</b> Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
	<b>Runny nose/congestion</b> Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
	<b>Feeling unwell/fatigued</b> Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
	<b>Nausea, vomiting and/or diarrhea</b> Not related to other known causes/conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
	<b>Unexplained loss of appetite</b> Not related to other known causes/conditions, such as anxiety or medication	YES	NO
	<b>Muscle/joint aches</b> Not related to other known causes/conditions, such as arthritis or injury	YES	NO
	<b>Headache</b> Not related to other known causes/conditions, such as tension-type headaches or chronic migraines	YES	NO
	<b>Conjunctivitis</b> (commonly known as pink eye)	YES	NO

**If the answer is "YES" to ONE symptom in question 3:**

- Keep your child home and monitor for 24 hours.
- If their symptom is **improving** after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary.
- If the symptom **does not improve or worsens** after 24 hours (or if additional symptoms emerge), use the [AHS Online Assessment Tool](#) or call Health Link 811 to check if testing is recommended.

**If the answer is "YES" to TWO OR MORE symptoms in question 3:**

- Keep your child home.
- Use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

**If the answer is "NO" to all questions:**

- Your child may attend school, childcare and/or other activities.



# Appendix C

## AHS COVID-19 Checklist (Adults Over 18)

1.	<b>Have you been a household contact of a case<sup>1</sup> of COVID-19 in the last 14 days?</b> <i>A household contact: a person who lives in the same residence as the case OR who has been in frequent, long-duration, close-range interaction with a case of COVID-19. For example, someone who is a caregiver or an intimate or sexual partner of a COVID-19 case.</i>	YES	NO
<b>If you answered "YES" AND you are NOT fully immunized<sup>2</sup>:</b> <ul style="list-style-type: none"> <li>You should stay home for 14 days from the last day of exposure and monitor for symptoms. If you have symptoms, proceed to question 2.</li> </ul>			
<b>If you answered "NO" to question 1, proceed to question 2</b>			
2.	<b>Do you have any new onset (or worsening) of the following symptoms:</b>		
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of breath	YES	NO
	• Runny nose	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• 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 (commonly known as pink eye)	YES	NO
<b>If you answered "YES" to any symptom:</b> <ul style="list-style-type: none"> <li>Stay home.</li> <li>Use the <a href="#">AHS Online Assessment Tool</a> or call Health Link 811 to arrange for testing and to receive additional information on isolation.</li> </ul> <p>If you have fever, cough, shortness of breath, runny nose, sore throat or loss of sense of taste or smell you are required to isolate for 10 days as per the current <a href="#">CMOH Order</a> OR receive a negative COVID-19 test and feel better before returning to activities</p>			
<b>If you answered "NO":</b> <ul style="list-style-type: none"> <li>You may attend work, school, and/or other activities.</li> </ul>			



LAKELAND CATHOLIC SCHOOL DIVISION  
COVID-19 MANUAL

## Appendix D

### Environmental Public Health Contact

North Zone	Email: northzone.environmentalhealth@ahs.ca	Phone: 780-513-7517
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## Appendix E

### Note to Parents re: Outbreak



## Lakeland Catholic School Division

Christ Our Model. Children Our Focus.

(Date)

Dear Parents and Guardians,

This letter is to inform you that (School) has been moved to Outbreak Status for COVID-19. As such, in order to ensure that we mitigate any further spread of COVID-19, additional measures will be implemented under the direction of Lakeland Catholic Superintendent, Pamela Guilbault.

The following measures will be implemented effective immediately:

- No assemblies or large group gatherings
- Mandatory masking for staff and students in Kindergarten through Grade 12
- Limited access to school for community groups and volunteers
- Increased hand sanitization practices
- Increased building sanitization measures (group and individual)
- Strict cohorts
- Staggered/designated entries and exits for students
- Strict physical distancing

Once AHS has lifted Light of Christ from Outbreak Status, the above measures will be reviewed and potentially lifted at the direction of the Superintendent.

Thank you for your continued support as we work together for the health and safety of our students and staff. If you have any questions do not hesitate to contact your school Principal.

Thank you.

Yours in Christ,

Pamela Guilbault  
Superintendent





## Appendix F

### Sample Outbreak Letter from AHS



27-Sep-21

To: Staff and Parents/Guardians of students at **Holy Family Catholic School**

**RE: Notice of Respiratory Illness Outbreak in a School Setting - COVID-19 Identified**

The Medical Officer of Health has declared a respiratory illness outbreak at the school named above. COVID-19 has been confirmed in some of the ill individuals. Outbreak control measures to limit further spread will be implemented in the school.

COVID-19 is passed from person to person through tiny droplets of liquid, spread by coughing, sneezing, talking, laughing and singing. This means that a person would need to have direct contact with droplets from a sick person or contaminated surfaces to be exposed to the virus.

There is no longer a legal requirement for quarantine of close contacts of cases of COVID-19. As a result, AHS Public Health is no longer identifying or notifying close contacts of cases of COVID-19.

- Household contacts of a case of COVID-19 are strongly recommended to stay home for at least 14 days from last exposure to the person with COVID-19 if they are not fully immunized.
- All staff and students must use the COVID-19 [Alberta Health Daily Checklist](#) daily to determine if they may attend school.
  - If staff or students develop symptoms as listed on the COVID-19 [Alberta Health Daily Checklist](#) please isolate at home immediately. Complete the AHS [COVID-19 Self-Assessment](#) tool or call Health Link at 811 as soon as possible to arrange for COVID-19 testing.
  - If booking a COVID-19 test, please use Outbreak Number **2021-10194**.
- If staff or students require medical attention, please call ahead to the health care provider or call Health Link at 811 so that safe care can be provided.
- If staff or students need emergency medical care, call 911 and tell them that the ill person may have been in contact with COVID-19 so that safe care can be provided.

To help minimize spread of any respiratory illness including COVID-19, we always recommend the following:

- Get immunized against vaccine-preventable respiratory illnesses such as COVID-19 and influenza. Immunization protects the individual and those who are not immunized. The best way to protect children too young for COVID-19 vaccine is to ensure all adults and older children around them are immunized.
  - If eligible for COVID-19 vaccine and not fully immunized with two doses, please schedule an appointment at [www.ahs.ca/vaccine](http://www.ahs.ca/vaccine) or by calling 811.
- Ensure all routine immunizations are up to date, including annual influenza vaccine.
- All household members should wash hands often with soap and water thoroughly for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available and hands are not visibly dirty.
- Encourage household members to not touch their eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze. Throw used tissues in the garbage and immediately wash hands with soap and water for at least 20 seconds.
- Stay home if you're sick. If your kids are sick, keep them home from childcare or school.
- Clean and disinfect surfaces that are touched often and shared by everyone in your home such as door knobs, light switches and bathroom taps.
- Wear a mask and keep your distance from others when in public places.

For further information, please call Health Link at 811, or visit the Alberta Health Services website for [COVID-19](#).

Thank you.

Public Health,  
Communicable Disease Control

Office of the Medical Officers of Health, Alberta Health Services

[www.albertahealthservices.ca](http://www.albertahealthservices.ca)





## Appendix G

### AHS Note to Parents re: Outbreak Lift

Dear Student, Parent/Guardian or Staff Member,

This notification is to inform you that the Outbreak at [insert school name here] has been declared over by the Zone Medical Officer of Health.

We remind parents/guardians of students, as well as any staff/visitors/volunteers to continue monitoring for any signs or symptoms of COVID-19 as part of their routine daily practice, using the applicable checklist for their age group ([Adult Alberta Health Daily Checklist](#) or [Child Alberta Health Daily Checklist](#)). Please remember to complete the checklist each day prior to attending school.

As a reminder, if you/your child has any of the symptoms of illness listed on the applicable Alberta Health daily checklist, please fill out the online [Alberta Health Services COVID-19 self-assessment](#) or call Health Link at 811 and stay home/keep your child at home.

[School to insert appropriate local context here]

Thank you for your support and continued collective efforts in protecting our school community.

Sincerely,

Principal / designate of [insert school name here]



# Appendix H

## Sample School COVID-19 Website Updates

\_\_\_\_\_  
(School Name)

Last Updated \_\_\_\_\_

Alberta Health Services no longer requires LCSD to inform parents or staff when a case has been identified in one of our schools, however, Lakeland Catholic Schools is committed to transparency to the best of our ability so parents/guardians can make informed decisions, support our schools in reducing the spread of COVID-19, and make choices for their families in the best interest of their personal health and wellbeing.

This notification is based on information provided to us by Alberta Health Services. The cases reported on our schools websites are those that have been confirmed by AHS and would have been infectious while attending school.

This report is effective commencing Wednesday, Oct 20, 2021 .

Current Confirmed Cases	
Total Active Cases (cases reported within the last 14 days)	Number of New Cases Reported (new cases as of today)

Classes that may be considered close contacts/ <b>exposed groups</b> with a positive individual (Classes will appear on the list for 14 days from when the case was first reported to the school)		
Date School Notified	Homeroom/Class	Other

### Current Protocols and Other Information for Close Contacts/

If your child is identified as a close contact of someone with COVID-19 they are currently not required to quarantine unless symptomatic. If they are a household close contact of a case of Covid-19 within the last 14 days and are not fully immunized, they



# Appendix H

## Sample School COVID-19 Website Updates Continued

should stay home and not attend school and/or other activities for 14 days from the last date of exposure and continue to monitor for symptoms.

The following links may be useful in determining whether or not they need to isolate and what additional steps you may want to take as a family:

[AHS- Information for Close Contacts of a Covid-19 Case](#)

[Alberta Health- isolation and quarantine requirements](#)

Should you choose to keep your child at home, please contact your child's school to arrange education while they are away.

Families can assist us with maintaining healthy and safe schools by:

- Completing the [Alberta Health Daily Checklist](#) before boarding a school bus or entering a school
- Ensuring students stay home if they are feeling ill in accordance to the requirements and guidelines included in the Alberta Daily Checklist
- Reporting student absences to your child's school and indicating whether or not the absence is due to illness so we can effectively monitor absences and report to AHS when absences due to illness are greater than 10%
- Reinforcing and reviewing proper hand hygiene with students including hand washing and use of hand sanitizer

Masks are still mandatory for students in Grades 4-12, staff, and visitors in our schools.

Thank you for your role in keeping our school community safe and healthy. If you have any questions, please contact your child's school or our central office.



# Appendix I

## Sample AHS Exposed Student Notification Letter

Dear Parent/Guardian,

Your child was exposed at [insert school name or bus here] to a person with COVID-19 on [insert exposure dates here].

- Your child can continue to attend school, UNLESS you are notified by AHS that they must stay home OR if they develop symptoms.
- If your child develops symptoms, they must isolate immediately and should be tested for COVID-19.
  - Core symptoms include fever, cough, shortness of breath, difficulty breathing, loss of sense of taste or smell.
  - Keep your child home if they experience other symptoms, such as sore throat, runny nose, nausea, vomiting, diarrhea or just generally feeling unwell.
  - You can book a test online at [COVID-19 Testing/Online Booking](#) or by calling Health Link at 811.
  - If your child needs medical attention, please call ahead to the health care provider or call Health Link at 811 so that safe care can be provided.

If your child is not fully vaccinated, it is also recommended that for 14 days after their last exposure to COVID-19, your child should:

- Avoid crowded public places such as restaurants, sports and recreation activities, social events or other public gatherings (attendance at school or childcare is permitted as long as they do not have symptoms).
- Avoid contact with vulnerable persons such as seniors, immunocompromised individuals and those with chronic health conditions.
- Avoid non-essential visits to hospitals or continuing care facilities.

These recommendations are to reduce the risk of spread to others.

If your child is eligible for COVID-19 vaccine and is not fully vaccinated with two doses, please [book an appointment online](#) or call 811. Anyone born in 2009 or earlier is eligible for vaccination.

Since your child was exposed to a person with COVID-19, there is a higher chance that they have (or will have) the infection. Even if they don't have symptoms, your child may be able to spread COVID-19 to other people. It is important for them to strictly follow public health measures such as physical distancing, wearing a mask and washing or sanitizing hands often.

For further information regarding COVID-19, please call Health Link at 811, and/or visit the Alberta Health Services website for [COVID-19](#).

[School to insert appropriate local context here].

We will continue to provide additional information to parents/guardians, students, staff, and visitors as it is available.

Sincerely,

Principal / designate of [insert school name here]



# Appendix J

## AHS Existing Public Health Measures Form

1	Are students, staff and visitors reminded to screen for symptoms every day?	Yes	No
	ACTION: Can a reminder be sent out to screen daily?		
2	Is frequent hand hygiene encouraged:	Yes	No
	Entry and exit of the school?	Yes	No
	Entry and exit of the classrooms?	Yes	No
	Before/after eating?	Yes	No
	Before/after using the restroom?	Yes	No
	Before/after using shared objects?	Yes	No
What is being used to encourage hand hygiene (posters, verbal reminders, etc):			
ACTION: Can posters be displayed? Can verbal reminders occur?			
3	Is there a routine process for cleaning and disinfection of high-touch surfaces and areas?	Yes	No
	How frequently does cleaning/disinfection occur:		
ACTION: Can the frequency of cleaning/disinfection be increased?			
4	Are masks consistently worn by students and staff?	Yes	No
	Are masks required while seated at desks?	Yes	No
	Are masks required for K-3 students?	Yes	No
	ACTION: Can mandatory masking be implemented for students while seated at desks (even temporarily)? Can mandatory masking be implemented for K-3 students?		
5	Is physical distancing to the extent possible maintained?	Yes	No
	ACTION: Can additional distancing in common areas be implemented (i.e., minimizing crowded hallways, taking classes/activities outdoors or to larger spaces)?		
6	Are cohorts maintained?	Yes	No
	ACTION: Can cohorting become stricter? Can all activities requiring combining cohorts (i.e., intramurals, shared gym time) be postponed?		
7	Is the ventilation system working and has it received routine maintenance?	Yes	No
	When was the last routine maintenance?		
	ACTION: Can windows/doors be opened? Can activities be moved outdoors?		

**Christ Our Model. Children Our Focus.**