



### SCENARIO 1: NEAR-NORMAL WITH HEALTH MEASURES IN PLACE

This plan is based on the [Westwind School Division Return-to-School Plan](#) and will continue to be updated based on orders from the Chief Medical Officer of Health, recommendations from Alberta Education, and the discovery of new evidence.

## Welcome Back to Cardston Elementary School!

We are so excited to have your kids back at school! We know that there are new routines and expectations creating a different look and feel to school. However, once inside the building and especially within the walls of their classrooms, student learning will feel quite normal to our kids. We know that following the COVID guidelines is worth it in order to return to learning together at CES. To assist students in adjusting to these new routines and expectations, the first three days of school will consist bring students back in smaller groups. You can access that information [here](#).

I hope this document, created in partnership with Westwind School Division, and following the provincial guidelines, will address many of your questions and concerns. The COVID pandemic is a new experience for all of us but we have learned from the past five months and we are prepared to support your students in a safe and caring environment. I am sure we will have some unforeseen challenges or frustrations as we come back to school under these guidelines but through effective communication we can resolve those and move forward to support your students' learning.

We are doing all we can to reduce the risk of transmission of COVID-19 and other illnesses by limiting the contact between students through the creation of grade level cohorts. Contact between cohorts as well as shared spaces such as playgrounds, bathrooms, hallways, classrooms and the gym has been limited as much as possible to create a safe space for our kids to learn. One way to think about it is to consider our school as a bubble that surrounds each cohort to limit outside contact as much as possible.

As parents, there are a number of routines you can develop at home to help us in our efforts to keep our kids health.

- Sanitizing before and after school routines
- Adding a filled, sanitized water bottle to your lunch plans each day
- Using the daily health screening daily
- Prompt pick up and drop off of students

We have always had fantastic parent support at CES and hope that you will continue to feel our support as well.

If you have any questions or concerns related to back to school, please contact me. Even if you just want to talk through your decision about back to school, make me aware of your concern or share your child's concerns with me, I would be glad to support. You may contact me through email and I will gladly set a time for us to visit with in person or on the phone.



The week before school starts you will receive a Back to School package highlighting pick up/drop off points, cohort assigned doors, the school calendar and handbook, etc.

We look forward to spending the year with you and can't wait to see your kids!

Sincerely,

Stacy Jacobs, Principal  
(403) 653-4955 school  
(403) 795-3659 cell  
[stacy.jacobs@westwind.ab.ca](mailto:stacy.jacobs@westwind.ab.ca)



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# STUDENTS AND FAMILY SECTION

## HEALTH MEASURES

### Daily Self Screening

Parents must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory diseases before sending their child to school using the [Daily Health Screening Checklist \(Appendix A\)](#).

All staff, parents, guardians, volunteers, or other adults who will be entering the school must also complete the [Daily Health Screening Checklist \(Appendix A\)](#) before entering the school or any WWSD worksite.

### SCHOOL SPECIFIC NOTES:

- Daily screening is an essential component for all students and staff.
- CES will be a closed campus to visitors. Anyone wishing to visit the school must call (403) 653 4955 to make an appointment and will be screened using the same questionnaire. Hand hygiene and a mask will be required for anyone entering the building.
- Visitors will not be allowed past the office at this time. This decision will be revisited monthly.

### Masks

- Grade 4 to 12 students and staff must wear masks in common areas and hallways/during class transitions where physical distancing cannot be maintained, including on school buses.
- Exemptions will be made for students and staff who are unable to wear a mask due to medical or other needs.
- Mask use for kindergarten to grade 3 students is optional.
- Once a student has entered a classroom and is seated then students can remove their mask except for the following situations:
  - if they are seated face to face across from someone within 2 meters,
  - if they are working with another student or teacher in close proximity.
- All students and staff will get two (2) reusable masks.
- School staff will get one reusable face shield to use in schools at their discretion. A mask must still be worn while wearing a face shield.
- For more information, please refer to the [K to 12 school re-entry document](#).

### SCHOOL SPECIFIC NOTES:

- All students at Cardston Elementary School in Grade 4 and 5 are responsible to bring a CLEAN mask daily.
- Masks for grade 4 and 5 students and all staff will be worn in common areas such as hallways and in circumstances where social distancing is not possible, such as close individual work with a teacher.
- A mask exemption can be obtained by bringing a doctor's note to the office.
- Masks are optional for PK- grade 3 students.
- Staff and students at Cardston Elementary will respect and support any student decision to wear a mask during the school day.
- What should we know about wearing a mask?



- [Information](#)
- [Video](#)
- [Handout](#)

### **Handwashing**

Handwashing with soap and water for 20 seconds is the preferred method for cleaning hands when facilities are available. If unavailable, hand sanitizer will be provided.

All people entering the building are required to use hand sanitizer. Proper handwashing reminders will be placed throughout the school. Hand sanitizer will be provided and available in entrances, exits, classroom entrances, near high-touch equipment such as microwave ovens and vending machines, and other high-traffic areas.

### **Student hand-washing requirements:**

- Washing with soap and water for 20 seconds is the preferred method for cleaning hands. Hands must be washed:
  - Before leaving home, on arrival at school, and before leaving school.
  - After using the bathroom.
  - Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc.).
  - After sneezing or coughing.
  - Before and after breaks and sporting activities.
  - Before and after eating any food, including snacks.
  - Before and after touching the face (nose, eyes or mouth).
  - Whenever hands are visibly dirty.
  - Before and after putting on a mask (when possible).

### **SCHOOL SPECIFIC NOTES:**

- Hand washing will be our primary method for sanitizing hands, supplemented by hand sanitizer. All classrooms have sinks for hand washing.
- What is the hand-sanitizing routine that students need to do? These routines will need to be taught to students and supervised.
  - How to apply hand sanitizer properly? Alberta Health [Video & Poster](#)
  - How to use soap and water properly? Alberta Health [Video](#), [ABC Video](#) & [Poster](#)
- What is the respiratory etiquette that students need to do? These routines will need to be taught to students and continuously encouraged.
  - [Alberta Health Information](#)

### **Illness While at School**

Students exhibiting signs of illness must immediately be moved to the school's infirmary or designated area and kept at least 2 metres away from others. The student will be required to wear a non-medical mask if they can do so safely and their temperature may be taken. Parents/guardians will be notified and required to pick up their child immediately. If the parent is unable to pick up their child, the parents must designate an emergency contact for student pickup and ensure the school always has their most up-to-date contact information on file. The Alberta Government's pandemic response requires that students be picked up by a family member or emergency contact as soon as possible after notification.



Staff supervising symptomatic students must:

- Keep all other staff out of the infirmary room;
- Provide the student with a face mask;
- Use strict handwashing techniques;
- Maintain physical distancing where possible; and
- Wear gloves, masks and face shields while attending to the student.

The staff supervising the student will use an electronic thermometer to take the temperature of the student. After the student is picked up, staff must post a sign indicating that the room must be cleaned and contact the appropriate custodial staff. All items the student touched must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be sterilized, i.e., paper, books, cardboard, must be removed from the classroom and stored in a sealed container for ten (10) days.

#### **SCHOOL SPECIFIC NOTES:**

- CES staff will do their best to respond to symptoms in a safe and timely manner.
- Parents should arrange a back-up plan ahead of time with friends and/or family in case your child needs to be sent home immediately and you are unavailable (such as in Lethbridge for the day or at work).

#### **Confirmed Cases of COVID-19**

If there are cases of COVID-19 identified within school settings, AHS's public health contact in the south zone will work directly with the jurisdiction and school administration to identify cases, identify close contacts, and create isolation measures where needed. Officials will also work with school authorities to provide follow-up recommendations and messaging for staff, parents/guardians and students.

A COVID-19 case will not automatically lead to school closure; however, the group of students and staff who came in close contact may be required to get tested for COVID-19 or stay home for 14 days. Parents will be notified if a case of COVID-19 is confirmed at their school, and public health officials will contact those who were in close contact with the person. Schools will support students and staff to learn or work at home if they are required to quarantine.

Alberta Health Services may request the school close in-person classes to facilitate a public health investigation. AHS's public health contact in the south zone will make the decision to send a cohort /class home or to close a school. 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.

#### **SCHOOL SPECIFIC NOTES:**

- Under the direction of Alberta Health Services, CES will communicate to cohorts about through PowerSchool Messenger if a cohort is required to isolate.
- Any positive COVID results will be directly communicated with the school through AHS.
- CES will always keep all health information confidential.

#### **Students with Pre-Existing Conditions**

Schools must keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the school program that could be caused by COVID-19 or by a known preexisting condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before





entering or returning to the school. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms, change in the baseline) the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students in PowerSchool as they would with other medical conditions.

#### **SCHOOL SPECIFIC NOTES:**

- CES will record the pre-existing condition in PowerSchool. A doctor's note is preferred, but not required to inform the school.
- Evidence of negative results of COVID tests need to be shown to the office.
- To receive a COVID test in the Cardstin area when you are asymptomatic, you may use the [COVID-19 Self-Assessment Tool](#) or contact Pharmasave in Cardston for an appointment. Any valid test will be accepted.
- Any positive results will be directly communicated with the school through AHS.

#### **Testing and Demonstrating Clearance to Return**

In order for school re-entry to be successful, all students, families and staff must work together to minimize risks. One of the critical strategies is testing in order to determine if self-isolation needs to continue. Should anyone answer "Yes" to any of the questions asked on the [Daily Health Screening Checklist \(Appendix A\)](#), they are prohibited from entering the school. **Your child must stay at home.** Please use the [AHS COVID-19 Self-Assessment Tool](#) to determine whether your child needs to be tested for COVID-19. If they are tested and cleared to return, please bring evidence of the negative test to the school. The school will not keep a copy of the results but will know that it is safe for the student to return.

#### **SCHOOL SPECIFIC NOTES:**

## **SCHOOL OPERATIONS**

#### **Physical Distancing Awareness**

Grade 4 to 12 students and staff must wear masks where physical distancing cannot be maintained, including on school buses. Where possible, we will be trying to maximize the distance between students, and where 2 metres is not possible, the greatest possible spacing will be provided and masks will be required. We will not be mandating 2 metres between students across the division due to the large volume of students in our buildings. It will be essential that all individuals (students, staff, and volunteers) who will be visiting the buildings use the [Daily Health Screening Checklist \(Appendix A\)](#) to evaluate their health before entering our schools and wear a mask.

#### **SCHOOL SPECIFIC NOTES:**

#### **Student Flow Inside the Building**

Principals will be working with their students to educate and remind students to be distance aware and following mask protocols as they travel throughout their building.

#### **SCHOOL SPECIFIC NOTES:**

- Each cohort will enter and exit through their assigned door and remain in their assigned cohort area of the school.
- Cohorts will have bathroom assigned exclusively to them or shared with one more cohort in the school.



- Signs will be used inside the building as reminders of these designated areas.
- A map of designated cohort areas, including pick up and drop off points, will be available to students and parents in the Welcome Back package.

### **Student Arrival and School Entry**

Parents/guardians must perform and pass, the [Daily Health Screening Checklist \(Appendix A\)](#) and wear a mask if they need to get out of their vehicle while dropping off their child. Schools will have designated entry points that all students, staff, and visitors will be required to use. Principals and classroom teachers will have plans for school entry that minimize students congregating in boot rooms, doorways, and hallways at the start and end of the day. Every student will be required to wear a mask and wash their hands or use the hand sanitizer upon entry and prior to going to their classroom.

### **SCHOOL SPECIFIC NOTES:**

- Each cohort will have their own entry/exit point to the school.
- Students may only enter/exit the building through their assigned cohort door.
- Parents and siblings will drop off their students at their assigned door where supervision for sanitizing routines will be available to direct students to their classrooms.
- Supervision for sanitizing routines and social distancing is crucial to our back to school plan. School doors will remain locked until supervision is in place at 8:05 am. Students will be directed to their classroom immediately upon arrival.

### **School Lockers**

School lockers will be available to students if that school has used lockers previously. Lockers are expected to be personal and used individually. Please help your child understand and comply with this concept.

### **SCHOOL SPECIFIC NOTES:**

- Students will continue to use their assigned coat hooks and shelves.

### **Classroom Set-up**

To help with keeping our classrooms clean and disinfected, all non-essential clutter will be removed to help with cleaning. Area rugs and other soft materials that are not easily cleaned will be removed at this time. Desks will be spaced out as much as possible and teachers will make every effort to encourage students to maintain distance awareness. Sitting in groups or tables will be replaced with rows to try and help minimize incidental contact and the potential spreading of germs.

Students will be asked to bring their own supplies and to not share them with other students (calculators, pens, crayons, glue sticks, pencil, etc.) Teachers and Principals will work with individual families who may experience difficulty in purchasing the necessary supplies.

Each classroom will contain a spray bottle of disinfectant and cloths to assist with our school cleaning plan. Students and staff will be expected to quickly and effectively wipe down any desk, chair, device, or tool that they may have used during that class period to prevent the spread of COVID-19.

### **SCHOOL SPECIFIC NOTES:**



- Classrooms will use desks to allow for social distancing wherever possible.
- A teacher may include a classroom tidying/sanitizing routine into their daily plans.
- Students will be expected to wipe down technology between uses.

### **Student Groups and Cohorting**

A cohort is defined as a group of students and staff who remain together. AHS has indicated that the risk of transmission of COVID-19 is reduced by limiting exposure to others, and contact tracing is also more feasible when groups (cohorts) are maintained. In our normal scenario planning, our intent is to have approximately the same number of students in each class as we've traditionally had. Our schools will develop procedures and plans for in-person learning that supports physical distancing where possible and to separate cohorts to the greatest extent possible.

### **SCHOOL SPECIFIC NOTES:**

- Student cohorts will consist of the students in their assigned grade levels.
- Efforts to limit contact between cohorts includes:
  - Separate entry/exit points
  - Assigned bathrooms shared between two cohorts maximum
  - Staggered recess breaks with one cohort on a designated playground at a time
  - Staggered lunch times

### **End of the School Day and Student Pick-Up**

Students leaving the school will be encouraged to maintain distance awareness, wash hands or use hand sanitizer, wear a mask, and exit the building in an orderly fashion. Principals may initiate a staggered exit plan to help mitigate student congestion. Parents are encouraged to regularly remind their students of the importance of distance awareness while at school.

Any student being picked up by a parent must wait outside in a designated pick-up spot. During periods of inclement weather, the principal will designate a waiting spot inside the school. Any parent picking up their child, with the intent of getting out of their vehicle to enter our schools, must use the self-check list, wear a mask, and have made an appointment with the school before entering the building.

### **SCHOOL SPECIFIC NOTES:**

- Parents will pick up their students at the designated pick up zones along the North and East sides of the school as noted in the Welcome Back package.
- Supervision will be provided during the designated pick up time of 2:55-3:10 pm.
- Please note that supervision is not available past 3:10 pm.
- The bus lane on the South side of the school is for bus traffic only.

### **Assemblies**

If a school can facilitate multi-grade assemblies with distance awareness, they may proceed. The school Principal will create an assembly plan for grades and the school as a whole that meets all AHS directions and requirements.



#### **SCHOOL SPECIFIC NOTES:**

- At this point in time, we have canceled all school-wide assemblies until further notice.
- School assemblies and celebrations will be replaced with virtual assemblies and celebrations and/or cohort assemblies and celebrations.

#### **Water Fountains and Water Bottles**

Water fountains will be open and available to students and staff for filling personal water bottles. Each student and staff member will be invited and encouraged to have their own water bottle. Custodians will be disinfecting water fountains regularly.

#### **SCHOOL SPECIFIC NOTES:**

- Each student is responsible to bring a filled water bottle to school daily.
- Drinking fountains will be filling stations for water bottles only.
- Waterbottles will be sent home daily for sanitization.

#### **Visitors, Parents, and Volunteers**

At the present time, all Westwind schools will be closed campuses, and we will temporarily be placing a hold on all adult volunteer programs within our schools. This decision will be revisited at the end of each month and reassessed based on the current health situation in our various school communities.

At the present time we will For the months of September and October, we will be limiting the number of adults in our buildings and will not be allowing volunteers in our schools.

Any adult, in any position, must complete the [Daily Health Screening Checklist \(Appendix A\)](#), wash their hands or use the provided hand sanitizer, wear a mask, and practice safe hygiene and PPE protocol at all times while in the school. All visitors, parents, and volunteers must make an appointment and/or let the school know when and why they will be entering the school. All school visitors must report to the office informing the school of who they are and why they are in the building. A visitor log will be kept in the office.

#### **SCHOOL SPECIFIC NOTES:**

- CES will be a closed campus to visitors. Anyone wishing to visit the school, must call (403) 653 4955 to make an appointment and will be screened using the same questionnaire. Hand hygiene and a mask will be required for anyone entering the building.
- All visitors will be required to log in at the office with their name and phone number, even those just dropping off student lunches.
- Visitors will not be allowed past the office at this time. This decision will be revisited monthly.

#### **Eating Lunch**

Staff and students will be reminded to wash their hands before eating and maintain distance awareness during lunch periods. There should be no food sharing. School cafeterias will continue to operate and provide lunches as long as the cafeteria follows all AHS guidelines. Principals will make efforts to stagger lunch/snack breaks to maintain physical distancing among students and ensure eating areas are disinfected. Guidelines surrounding food services in schools can be found on page 8 of [Alberta Education's Guidance for Re-Entry document](#).



#### **SCHOOL SPECIFIC NOTES:**

- Students will eat lunch in their classrooms or with their cohorts.

#### **Recess**

Staff will help students to maintain distance awareness. Schools are not expected to limit recess to 2 metres distances between students. A principal may implement staggered recess times to try and help with distance awareness for their students. Staff and students will wear masks and wash their hands or use hand sanitizer when they return to the school.

#### **SCHOOL SPECIFIC NOTES:**

- Students will share the playground with their cohort only during recess time.

#### **Class Transitions/Breaks**

Our junior and senior high school students may be moving from classroom to classroom as they would during a typical school year. Students must wear masks and will be encouraged and reminded to maintain distance awareness as they transition between classrooms. A principal may implement a staggered transition time to help alleviate hallway congestion. Hand sanitizer will be available in each classroom and students will be encouraged to use on entry and exit.

#### **SCHOOL SPECIFIC NOTES:**

- Students will sanitize before leaving the classroom and upon returning to the classroom after any transition or break.
- Students will only leave their classroom for physical education at this time. PE will take place outdoors whenever possible.
- Music and library will take place within the classroom at this time. This decision will be revisited monthly.

#### **Extra-curricular Activities**

Westwind is awaiting word from Alberta Education, Alberta Health Services, and Alberta Schools Athletic Association (ASAA) on plans for extra-curricular activities during the upcoming school year. We are hoping for full reinstatement of all co/extra-curricular programming, but until we hear officially from our governing bodies, we do not know what these look like at this point.

#### **SCHOOL SPECIFIC NOTES:**

- Information will be shared thru the PE teacher, Mr. Rowe.

#### **Field Trips**

Field trips or activities that require group transportation should be postponed at this time. As the school year progresses, we will be monitoring conditions and examining options to see when and how field trip experiences can be reintroduced back into our students' learning experiences.

#### **SCHOOL SPECIFIC NOTES:**

- CES students will only participate in off site field trips within walking distance of the school.



### **School Council Meetings**

School Council meetings will continue under the direction of school principals and school council presidents in each community. These two individuals will decide on meeting formats and ensure that all AHS meeting guidelines are followed.

### **SCHOOL SPECIFIC NOTES:**

- Monthly School Council meetings on the first Thursday of each month may take place outdoors, online or offsite.

### **School Classroom Snacks/Nutrition Program/Cafeteria/Classes**

Schools that are funded for a nutrition program will continue to operate as they have in previous years. If the past school practice involved the use of volunteers for these programs, Principals will ensure proper [daily self-screenings](#) and AHS guidelines are adhered to moving forward. If the nutrition program is run by staff, staff will be expected to follow all [AHS guidelines involving food and food handling](#). The following guidelines for our nutrition program and classroom snacks include:

#### **Classroom Snacks**

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

#### **Nutrition Program and Cafeteria**

- School Cafeterias should consider using alternate processes to reduce the number of people dining together at one time.
- Remove/rearrange dining tables to encourage distance awareness.
- Stagger meal service times to reduce the number of people present at any one time.
- Adapt other areas to serve as additional dining space to increase spacing among persons in the same room.
- Do not use buffets. Instead, switch to pre-packaged meals or meals served by staff.

### **SCHOOL SPECIFIC NOTES:**

- Due to visitor restrictions and cohorting, all nutrition responsibilities will be handled by school staff. This will be revisited monthly.
- Breakfast and snacks through the nutrition program will be prepackaged in individual servings and available in classrooms.



- No microwaves will be available at this time.
- School Hot Lunch Programs will include weekly pizza and Subway lunches beginning late in September.
- Cafeteria Hot Lunches will be suspended for the month of September and we will reevaluate starting the cafeteria when volunteers are able to support us in the school.

#### **Student Classes Involving Food Preparation**

- Classes that teach food preparation may occur as long as students do not share the food they prepare with students or staff outside the cohort.

#### **SCHOOL SPECIFIC NOTES:**

- Student helpers in the kitchen will be suspended until further notice.

#### **Libraries**

School libraries will be open and will be required to follow [AHS Guidance for Libraries](#). Libraries will ensure that:

- hand sanitizer is available for patrons when they enter and at the checkout counter
- returned materials are stored for 72 hours before being placed back into circulation
- Seating will be rearranged to facilitate physical distancing where possible
- Librarians will ensure proper hand hygiene after touching returned items

#### **SCHOOL SPECIFIC NOTES:**

- To begin our school year, our library will run like a mobile library moving classroom to classroom.

#### **Washrooms**

Regular washroom access will be maintained for students. Students will be reminded not to congregate and overcrowd the washroom spaces, and all washroom facilities will be cleaned and sanitized more frequently to ensure cleanliness. Signs encouraging hand washing will be placed throughout the school.

#### **SCHOOL SPECIFIC NOTES:**

- Students will be assigned to designated washrooms.

#### **Soft Surface Furniture and Equipment**

All soft surface furniture and related items will be sanitized often. If these items are too hard to clean, they will be removed from the school.

#### **SCHOOL SPECIFIC NOTES:**

- All classroom furniture, area rugs and related items will be easily sanitizable or removed from the classroom.

#### **Shared Technology**

School supplied computers, iPads, Chromebooks, and calculators can be shared by multiple students in a day. Students are encouraged to bring their own tech devices to limit contact by multiple students. All school devices will be expected to be disinfected following WWSD protocols by the user following each usage. Principals will work with classroom teachers to ensure proper cleaning protocols are followed. [Please see Appendix F for more information.](#)



#### **SCHOOL SPECIFIC NOTES:**

- Technology will only be shared within a cohort group.
- All technology will be sanitized after each student use.

## **STUDENT LEARNING**

All course offerings that have been offered previously will be offered currently. There may be some course modifications and adjustments to meet AHS guidelines:

- The Superintendent will work closely with principals and music teachers to explore safe and protected options and protocols to allow schools to offer music/band/choir programs. Parents will be informed of these plans and will have the option to decide whether or not their child will participate.
- When possible, physical education should be done outside instead of inside. Activities that support physical distancing will be encouraged. While changing for physical education classes students will be encouraged to remain distance aware.
- Where there is shared equipment, those pieces of equipment need to be sanitized after the cohort is finished using them.
- CTS/CTF courses shall follow industry guidance provided by Alberta Health Services (cosmetology, foods, shops, etc.).
- Communal created food should not be consumed.
- Work experience learning opportunities for students may proceed but minimize close contact and students may want to wear a mask where physical distancing is not possible.
- Where the subject requires the use of shared items like learning stations, manipulatives, science equipment, teachers will work with students to wipe down devices after each individual's use.

#### **SCHOOL SPECIFIC NOTES:**

- Choir and singing in music class are suspended at this time.
- All students will use their own school supplies. Supplies provided by the school will be student specific whenever possible.

#### **Ill Students or Students in Quarantine**

Our standard pre-COVID-19 practices for students who are ill and unable to attend school are to provide key work for students to complete at home. Homework packages, emails, and any other available learning created by the teacher will be coordinated and sent to the homebound student to work on during their absence.

#### **SCHOOL SPECIFIC NOTES:**

- Teachers are prepared to support students facing these circumstances.

#### **Options for Families Choosing to Not Send Their Child Back to School**

WWSD recognizes the role of parents in determining their child's' educational needs, path, and direction. At this time, WWSD will not be providing at home/online learning options with community-based schools as parents experienced in the Spring of 2020. Parents will be sent a survey and will be asked to make a declaration regarding their child(ren)'s learning for the 2020/2021 school year by August 21, 2020, based on the following options:

1. The student will attend their designated school as previously registered.





2. The student will register with the Westwind Alternate School (WAS). WAS offers the following options for schooling at home. More information about options available through Westwind Alternate School are available in [Appendix G](#).
  - **Option 1: HOME EDUCATION:** As the parent, you are in charge of this program and will have the responsibility of providing your child with an education. (Grades 1 - 12) You will be responsible for designing an education program for your child and submitting it to a teacher-facilitator for approval at the beginning of the school year.
  - **Option 2: PERSONALIZED EDUCATION PROGRAM (PEP):** This is a teacher-directed home-based (distance) learning opportunity for students from grades 1 - 9. It is very collaborative as the WAS teacher works very closely with the parent(s) to ensure that the student is receiving a full Alberta education.
  - **Option 3: HIGH SCHOOL OUTREACH:** The Outreach Program is a very flexible grade 10 - 12 option with a variety of instructional delivery models and a number of different scheduling and attendance opportunities. Outreach provides the ability for students to be enrolled full-time at WAS or to be enrolled full time at their regular high school and simply take one course or a few courses at WAS. We have Outreach locations at Cardston, Magrath, Raymond and Stirling.

\*Families should understand that schooling through the WAS will be different from the “at-home/online learning” delivery students experienced in the spring with classroom teachers providing delivery. WWSD teachers in community-based schools will be required to focus all of their time and energy on their school classrooms and will not be required to support students choosing not to attend in-person classes.

3. Parents will pursue any other educational programs that they feel meet the needs of their child outside of WWSD.

Parents/students will have until September 21, 2020, to evaluate the schooling option they have selected and determine whether it is the right decision for their child(ren). After September 21, 2020, any changes to school enrollment will be approved at the discretion of the school Principal.

### Provincial Assessments

Similar to the 2019/2020 school year, WWSD schools may choose if all or some of their classes will participate in Grade 3 Student Learning Assessments (SLAs). **Schools will indicate in their individual schools plans whether or not they will participate.**

WWSD will not administer Grade 6 Provincial Achievement Tests (PATs) during the 2020/21 school year. Grade 9 PAT's will proceed as scheduled.

Alberta Education has announced that Grade 12 students will be required to write their diploma exams at their full value of 30% of their final grade.

### Supporting Student Mental Health and Wellness

Mental Health and wellness are equally as important as the educational well being of staff and students. COVID-19 has created an environment with times of uncertainty and difficulty for many. The Government of Alberta has provided many resources to support schools, staff members and students. These are available in [Appendix E](#).



#### **SCHOOL SPECIFIC NOTES:**

- Staff have spent a significant amount of time preparing to support students through trauma informed practice in the classroom.
- When a student needs additional support, our school administration team will be contacted by either a parent, teacher or educational assistant, to provide additional support.
- Administration will support parents and students in accessing additional mental health support through our school family liason counselor, school mental health therapist or community mental health therapist.

#### **Hutterite Education**

WWSD will continue to provide education to Hutterite students while complying with all AHS guidelines and protocols. We will continue to work with colonies to ensure student, staff and community safety.

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

Principals will contact families of students who require individual/specialized support and medically fragile students prior to the start of the school year to discuss necessary accommodations and individualized programming.

WWSD will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Students with complex or differing learning needs will continue to be intentionally included in the learning of the whole classroom with support from Learning Supports. Divisional supports, such as occupational therapists, speech-language pathologists, psychologists, physical therapists, will provide service following their professional association guidelines. Some of these services will be face-to-face but physically distanced where possible. Some services may be provided online. We expect that many of these professionals will need to wear various personal protective equipment in order to minimize risks. [See Appendix H.](#)

#### **SCHOOL SPECIFIC NOTES:**

- CES teachers will continue to collaborate with parents to support students with complex needs by:
  - Contacting parents at the beginning of the year
  - Creating relevant IPP goals
  - Collaborating with additional service providers such as mental health professionals, occupational and physical therapists and/or speech language therapists
  - Support for students with complex needs will continue through the collaboration of our schools cohort RAFT teams



## TRANSPORTATION SECTION

### Transportation of Students

All WWSD busses will be running as per normal with the following expectations:

- Mask use for grades 4 to 12 students and bus drivers will be mandatory on school buses where physical distancing cannot be maintained.
- Parents are invited to take their children to school. There will be no financial compensation for doing so
- Family members will sit together to make it easier for contact tracing should the need arise
  - The bus driver will make a seating plan and students are expected to comply.
- No student, or driver, should be on the bus if they are ill and/or showing any COVID symptoms
- If a child becomes ill while riding the bus, the driver will provide a mask to the ill student and try to isolate them as best they can. If the child becomes sick on the way to school, the driver will transfer responsibility over to the school supervisor who will initiate the protocol of contacting parents for student pickup.
- Every bus will be disinfected morning and afternoon, as per WWSD practice: see [Appendix D: Cleaning & Disinfecting Practices for Buses for more information](#).

**PLEASE NOTE:** WWSD will only be providing transportation for funded riders. WWSD will cease picking up any unfunded rider (inside 2.4 km) for the immediate future. WWSD will revisit their new inside 2.4 km plan at later date.



## BUILDINGS AND CLEANING SECTION

### Shared School Spaces and Joint User Agreements

Gyms, weight rooms, learning commons, lunchrooms, and playgrounds will be open and accessible to staff and students.

At the present time, all Westwind schools will be closed campuses, and we will temporarily be placing on hold all joint user agreements and community rental agreements. This decision will be revisited at the end of each month and reassessed based on the current health situation in our various school communities.

### Cleaning

WWSD will conduct enhanced environmental cleaning and disinfecting of high contact surfaces. WWSD will be utilizing a disinfectant that has a Drug Information Number (DIN) with a virucidal claim. A full checklist of enhanced cleaning measures will be provided to schools. Please see [Appendix E: Cleaning & Disinfecting Practices for Custodians](#) for more information.

### **SCHOOL SPECIFIC NOTES:**

- Use of the CES school, including the gym will be limited to CES students at this time.



## STAFF SECTION

### Daily Self-Screening Practices

All school building staff must assess themselves daily with the [Daily Health Screening Checklist \(Appendix A\)](#) for symptoms of the common cold, flu, and COVID-19 before arriving at school.

### Handwashing

Handwashing with soap and water for 20 seconds is the preferred method for cleaning hands when facilities are available. If unavailable, hand sanitizer will be provided. All people entering the building are required to use hand sanitizer. Proper handwashing reminders will be placed throughout the school. Hand sanitizer will be provided and available in entrances, exits, classroom entrances, near high-touch equipment such as microwave ovens and vending machines, and other high-traffic areas.

### **Staff hand-washing requirements**

- Washing with soap and water for 20 seconds is the preferred method for cleaning hands. Hands must be washed:
  - Before leaving home, on arrival at work and before leaving work.
  - Before and after using the bathroom.
  - Before and after any transitions within the school setting ( e.g. to another classroom, indoor-outdoor transitions, etc.)
  - After sneezing or coughing.
  - Before and after:
    - breaks and sporting activities.
    - eating any food, including snacks.
    - touching the face (nose, eyes or mouth).
    - administering medications.
    - food preparation, handling or serving.
    - assisting students with eating.
    - cleaning tasks.
    - caring for a sick student
    - using a mask
- After contact with body fluids (e.g. runny noses, spit, vomit, blood)
- When donning and doffing gloves.
- After handling garbage.
- Whenever hands are visibly dirty, and regularly throughout the day.

### Illness While At Work

Any staff member who becomes ill at work must notify their Principal/supervisor and immediately go home and contact 811. Any items the ill staff member touched must be cleaned and disinfected as soon as the staff member has self-isolated. Items that cannot be disinfected, i.e., paper, books, cardboard, must be removed from the classroom/office and stored in a sealed container for 10 days.

### Staff with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms should be tested at least once according to the [Alberta Health Services Guidance for School Re-Entry Document](#). This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in the baseline) the individual must go home and be tested and cleared by the WWSD Human Resource (HR) department.



### **Staff Personal Protective Equipment**

Mask use for all school staff will be mandatory when school returns for the 2020-21 year. All staff will receive two reusable masks from the Alberta government and additional single-use masks will be available at schools for emergencies. Mask use will be mandatory for staff and teachers in all settings where physical distancing cannot be maintained. Exemptions will be made for staff who are unable to wear a mask due to medical or other needs.

School staff will receive one reusable face shield for their use in the schools. Shield use is at the discretion of the individual staff member. Plastic face shields can help reduce exposure but are not equivalent to masks. A mask must still be worn while wearing a face shield. For more information, please review [AHS guidelines surrounding the use of masks](#) in schools.

### **Staffroom / Workroom**

WWSD staff will practice physical distancing, mask protocols, and personal hygiene guidelines while utilizing these spaces. Staff members may wish to do additional disinfecting in the staffroom/workroom areas used including wiping down keypads on photocopiers. Custodians will be cleaning and disinfecting these areas more frequently. See [Appendix D](#) for more information.

### **Staff Meetings**

Principals will continue to meet with their staff with their normal staff meeting protocols and monthly frequency. Face-to-face meetings must follow school and AHS guidelines and protocols around hand sanitizer use, masks, meeting size, and disinfecting practices.

### **Itinerant Staff**

Itinerant staff members are employees who work in multiple sites throughout the course of their day or week. These include, but are not limited to, occupational therapists, speech-language pathologists, learning specialists, maintenance, technology and caretaking personnel working in multiple locations. All itinerant staff members must follow handwashing and mask protocols, sign in using the visitor log, and follow all school protocols that have been put in place.

### **Substitute Teachers**

Substitutes for teachers and support staff will be used as per normal unless AHS advises otherwise. Substitutes may request to further limit their preferences by level, area or a specific school and may submit this information to SmartFindExpress (formerly eSolutions). In order to ensure all schools have access to a sufficient number of substitutes, HR reserves the right to limit the number of substitutes who request specific schools/areas.

HR will track which schools and which teacher they have replaced when they are dispatched for a specific employee. Schools must have substitutes sign in at the beginning of their day and indicate who they are replacing. Schools will need to ensure that they clearly document the classes the substitute has been in throughout the day. In addition, substitutes are asked to maintain their own record of the schools and classes they were dispatched to in the event they are asked to assist with contact tracing.

In the event there is a shortage of substitutes due to COVID-19, the first option is for schools to attempt to cover internally. If this is not an option, and coverage is still required, contact Todd Heggie in the HR department. HR will re-designate non-essential substitutes from other schools. Non-essential substitutes include those assigned to replace a No Absent Teacher, an Administrator attending professional learning events/meetings and possibly those covering teachers attending Divisional professional learning events/meetings.



Substitutes are required to perform [Daily Health Screenings \(Appendix A\)](#) before entering any WWSD School or property. If they exhibit symptoms, they are to mark themselves unavailable on SmartFindExpress (formerly eSolutions) and contact their Principal for that day to let them know they will not be available to work that day. The Principal then ensures that sub coverage is determined and worked out for their building.

Please note: Substitute teachers will be required to follow proper mask protocols while in schools, as per the [August 4, 2020 announcement by the Alberta Government](#). Please review [AHS guidelines surrounding the use of masks](#) for more information.

### **Employee Absences Related to COVID-19** ([Please view this chart for more information](#))

Employees [legally required to isolate as per Alberta Health Requirements due to COVID-19](#), may be able to access job-protected sick leave as per the Collective Agreement or Terms of Employment governing their position. Employees may be required to provide medical documentation to Employee Health if requested.

### **An Employee with COVID-19 and/or COVID-19 Symptoms**

Employees who test positive for COVID-19 [must isolate and are required to follow the current Alberta Health Requirements](#). Employees must contact their Principal/supervisor to inform them of their absence and enter their absence in SmartFindExpress (formerly eSolutions) as COVID-19 Symptoms/Isolation. Please view [this document](#) for more information.

Employees who have or develop symptoms of COVID-19 unrelated to a pre-existing health condition [must isolate and may not enter the workplace](#). Should symptoms develop throughout the day at the workplace, employees must leave the workplace as soon as possible.

Employees with symptoms are required to follow [current Alberta Health requirements](#) and are expected to utilize the [Alberta Health COVID-19 Self-Assessment screening tool](#). Employees must contact their Principal/supervisor to inform them of their absence and enter their absence in SmartFindExpress (formerly eSolutions) as COVID-19 Symptoms/Isolation. Please view [this document](#) for more information.

**Principals are required to inform Todd Heggie of any COVID-19 related absences or if an employee develops symptoms while at the workplace.**

### **Employees Returning from International Travel**

Employees are expected to ensure that any [mandatory isolation resulting from voluntary travel outside of Canada](#) is completed in time to return to work. If an employee is required to self-isolate due to travel by choice, then they will be granted unpaid leave. ([Please view this chart for more information](#))

### **Employees in Close Contact\* with an Individual with COVID-19, COVID-19 Symptoms, or Returning from International Travel**

Employees who are in close contact\* with an individual or family member who tests positive for COVID-19 are required to [isolate as per Alberta Health Requirements](#). Employees must contact their Principal/supervisor to inform them of their absence and enter their absence in SmartFindExpress (formerly eSolutions) as Sick with Pay (Covid-19). ([Please view this chart for more information](#))

Employees in close contact\* with a person with COVID-19 symptoms who has not tested positive and is not exhibiting symptoms may enter the workplace if this meets Alberta Health Requirements. If the individual or family member



subsequently tests positive for COVID-19, the employee would then be required to isolate as per Alberta Health Requirements. Employees must contact their Principal/supervisor to inform them of their absence and enter their absence in SmartFindExpress (formerly eSolutions) as COVID-19 Symptoms/Isolation.

Employees in close contact\* with an individual or family member who has recently returned from travel outside Canada may enter the workplace if this meets Alberta Health Requirements. If the individual or family member subsequently tests positive for COVID-19, the employee would then be required to [isolate as per Alberta Health Requirements](#). Employees must contact their Principal/supervisor to inform them of their absence and enter their absence in SmartFindExpress (formerly eSolutions) as COVID-19 Symptoms/Isolation. ([Please view this chart for more information](#))

\*A close contact is defined as a person who provided care for the individual, including healthcare workers, family members or other caregivers, or who had other similar close physical contact with the person without consistent and appropriate use of personal protective equipment OR who lived with or otherwise had close prolonged contact (within two metres) with the person while they were infectious OR had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.

#### **Employees Entering or Returning to the Workplace Following an Absence Related to COVID-19**

Employees who have fully recovered from a confirmed case of COVID-19, who wish to re-enter the workplace will be required to provide medical documentation to WWSD HR indicating they are in compliance with current Alberta Health Requirements. The employee may not enter the workplace without prior approval by HR Superintendent Todd Heggie.

Employees who have tested negative for COVID-19, have had no known exposure to COVID-19, whose symptoms have resolved and who have completed the mandatory isolation period may re-enter the workplace.

Employees who have tested negative for COVID-19, have had no known exposure to COVID-19, **who wish to re-enter the workplace before symptoms resolve** may be requested to provide medical documentation to HR indicating they are in compliance with current Alberta Health Requirements. The employee may not enter the workplace without prior approval by our HR Superintendent Todd Heggie.

Employees who have tested negative for COVID-19, have had no known exposure to COVID-19, **whose symptoms have resolved**, and who wish to re-enter the workplace within the recommended (but not legally required) isolation period may be requested to provide medical documentation to HR indicating they are in compliance with current Alberta Health Requirements. The employee may NOT enter the workplace without prior approval by our HR Superintendent Todd Heggie.

Employees with an unrelated pre-existing health condition that exhibits similar symptoms to COVID-19 (e.g. cough, runny nose, sore throat, etc.), who wish to enter the workplace are required to provide medical documentation to HR indicating they are in compliance with current Alberta Health Requirements. The employee may not enter the workplace without prior approval by our HR Superintendent Todd Heggie.

#### **An Employee with Family Care or Personal Responsibilities Related to COVID-19**

Employees with family care or personal responsibilities related to COVID-19, and not covered in one of the scenarios above, who are unable to enter the workplace due to conflicting responsibilities, must contact our HR Superintendent, Todd Heggie, to inform them of their circumstances. The Employee may be asked questions or asked for proof of their circumstances in order to determine how WWSD can best support them. Should the employee be granted a





leave of absence during this time, it would be considered a job-protected leave for a defined period limited to their existing employment contract end date.

### **Employees Who are Unable to Work due to Vulnerabilities Related to COVID-19**

Employees needing to access any type or length of time disability needs to inform our HR Superintendent, Todd Heggie and provide medical documentation to help explain their position.

### **Dangerous Conditions**

WWSD Schools have implemented controls in accordance with Alberta Health recommendations designed to minimize the risk of transmission of COVID-19 in the workplace. By the employee's first day of work or the start of the school year, whichever is later, all employees are required to review the Hazard Assessment (HA), which includes the potential exposure to the hazard of COVID-19. The purpose of the HA is to inform all employees of the potential risks associated with their jobs and the steps taken to mitigate or control those risks.

A dangerous condition means any health and safety hazards that are not normal for the job or normal hazards that are not properly controlled.

Employees who have any concerns should discuss with their supervisor or Principal and come to a mutual agreement. If the employee is not satisfied with the result, he or she can refuse to work or to do particular work at the work site if the employee believes on reasonable grounds that there is a dangerous condition at the worksite or that the work constitutes a danger to the employee's health and safety or to the health and safety of another person. The principal/supervisor would then let our OH&S Manager and Secretary Treasury know of the concerns. The OH&S/ST would then immediately begin an investigation of the concern. Supervisors must immediately complete an investigation of the concern(s). The Supervisor may request assistance from the Joint Workplace Health and Safety Committee and /or an employee representative on the Committee. Divisional OH&S may be contacted if the Supervisor requires further assistance with the investigation. Pending the results of the investigation and potential required remediation, the employee's work assignment will be determined. The outcome of the investigation and any additional controls will be communicated to relevant parties, including the employee who reported the unsafe work concern

If an employee refuses work due to a potentially dangerous work condition which cannot be resolved in a timely manner, they may be re-assigned duties first within their current location or in another location as determined by HR/OH&S, or placed on leave if deemed necessary by HR while the investigation is taking place. If a replacement employee is placed in the role, they must be informed of the work refusal and the controls put in place to mitigate the risk. This process is documented in the incident investigation report.

For further details, employees can refer to the Alberta Occupational Health and Safety Act and/or contact Westwind's Manager of Occupational Health & Safety.



## **APPENDICES**

[APPENDIX A - DAILY HEALTH SCREENING CHECKLIST](#)

[APPENDIX B - RETURN TO SCHOOL HIGHLIGHTS](#)

[APPENDIX C - CLEANING AND DISINFECTING PRACTICES FOR BUSES- COVID 19](#)

[APPENDIX D - CLEANING AND DISINFECTING PRACTICES FOR CUSTODIANS – COVID 19](#)

[APPENDIX E - MENTAL HEALTH AND WELLNESS SUPPORTS DURING COVID-195048](#)

[APPENDIX F - CLEANING AND DISINFECTING PRACTICES FOR TECHNOLOGY](#)

[APPENDIX G - OPTIONS FOR SCHOOLING AT HOME WITH WESTWIND ALTERNATE SCHOOL](#)

[APPENDIX H - OPTIONS FOR STUDENTS REQUIRING INDIVIDUALIZED SUPPORTS](#)