

REQUIREMENTS

1. General Building Safety

1. HVAC systems checked for good ventilation.
2. Hand sanitizers at classroom entrances and high use areas such as washrooms. We need 12 of them for the Academy and need to order supply for one year.
3. Develop procedure for use of the following:
 - a. Washrooms:
 - i. Students must sanitize their hands when entering the washroom and after leaving it.
 - ii. Students must wash their hands at least 20 seconds before leaving the washroom.
 - iii. Student and staff washrooms to be sanitized every 30 minutes.
 - iv. A washroom log will be kept in each class.
 - b. Gym:
 - i. Students are not to play in the gym during recesses to avoid close contact.
 - c. Shared equipment (such as iPads)
 - i. Students must sanitize their hands after using shared equipment.
 - ii. Equipment must be wiped after each use.
 - d. Shared facilities:
 - i. Staff room to be sanitized every hour.
 - ii. Student and staff washrooms to be sanitized every 30 minutes.
4. Increase frequency of cleaning and disinfection:
 - i. Doorknobs to be disinfected every 30 minutes.
 - ii. Light switches to be disinfected at the end of every day.
 - iii. As above, washrooms sanitized every 30 minutes.
5. Students and staff must sanitize their hands when entering the Academy and before leaving.
6. Promote proper hygiene.
7. Students will not have access to water fountains this year. They must bring water in their personal, labelled water bottles.
8. Hang posters about hand washing and sanitization.
9. Administrator's Office:
 - a. Only 1 person at a time or 2 family members, or 2 Staff members.
10. Principal's Office:
 - a. Only 1 person in at a time, or 2 family members, or 2 Staff members.

2. Screening

1. All those accessing the Academy must be provided with a screening table and they must self-screen – Appendix A of Scenario 1 PDF.
2. Staff and Students have to be screened daily by answering the questions on Appendix A.
3. The Academy must keep records of any existing pre-conditions of students. If students develop any symptoms similar to COVID-19, then they must be tested.
4. The Academy will post signs indicating to all people who may have symptoms of COVID-19 not to enter the facility.
5. Anyone with symptoms must stay at home.



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3. Cohorts

1. It is recommended, where possible, that students be cohorted by class – meaning a group of students and staff staying together. Size of cohorts will depend on the physical space of the classroom.
2. Consider having less students in smaller rooms and more in larger ones.

4. Physical Distancing

1. Two-meter spacing is recommended. If not possible, then have students in rows rather than facing each other.
2. In situations where physical distancing is not possible (e.g. buses):
 - a. Put extra emphasis on hygiene.
 - b. It is mandatory for students in Gr. 3 and higher to wear a face mask. For Gr. JK to 2, they will have the option of either wearing a face mask or a face shield.
 - c. It is the parent's responsibility to clean and sanitize the face shields on a daily basis.

5. Drop off & Pick up

1. The Academy must come up with a policy for drop off and pick up:
 - a. Parents cannot enter the Academy past the main entrance.
 - b. Parents will have to stand outside the Academy at a designated spot to pick up their children. Parents cannot call their children from their car.
 - c. Students in KG, Gr. 3/4, and 5/6, including those taking the bus, will enter one-by-one using the class entrances. Students in Junior High and Gr. 1/2 will enter from the main entrance. Similarly, when leaving, parents of students in the aforementioned grades will pick them up from the front of the Academy. Parents with children in multiple grades will pick up one student and have their remaining children come to them through the Play area. Parents with students in Gr. 1-4 & 9 will come by the main entrance and wave at the Staff to release their children from the Play area.
 - d. All students to remain in their seats until called to leave.

6. In-person Learning

1. In-person learning will be as follows:
 - a. Students to wear face shields the whole time they are in school.
 - b. Desk shields will be explored and installed if possible.
 - c. Physical Education and French will not be taught.
 - d. Students will not have a recess nor gym. Classes may take a short walk around the Academy with their teacher while maintaining social distancing.
 - e. Staff need to wear a face mask.
2. Staff need to consider the following:
 - a. Avoid or at least minimize activities that involving shared surfaces and hand touching.
 - b. Design activities that would encourage physical distancing.
 - c. Frequency of cleaning high touch surfaces and equipment.
3. Rugs in the classrooms of KG, Gr. 1 and Gr. 6 to be removed.
4. Fieldtrips are to be postponed.
5. Assembly to be held in class.



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7. Public & Visitors

1. Must go through the self-screening on Appendix A. If visitor answers YES to any of the questions, then he/she will not be allowed to enter.
2. Visitors who are ill are not permitted to enter.
3. Must keep a record of all visitors.
4. Service providers and delivery drivers must be screened with questions on Appendix A.
5. Answering YES to any of the questions on Appendix A would result in the individual not being admitted to the Academy.

8. Risk Mitigation for High Traffic Areas in School Facilities

1. The Academy will institute controls to promote physical distancing, such as:
 - a. Staggering recess times.
 - b. Posting signs and marking floors.
 - c. Removing and restaging seating in public areas. Only one student can sit on the bench outside the Administrator's Office.
 - d. Consider limiting bathroom occupancy.
 - e. Have students enter from several entrances during drop off.
 - f. Maintain students at their desks in their classrooms at the end of the day and will only leave upon being called by a staff member.
 - g. Parents not to come past the double doors.

9. Expectations for Shared Use Equipment

1. Shared items or equipment are to be avoided where possible.
2. Shared equipment must be cleaned and disinfected after each use.
3. Students should be provided with an area for storing personal items.
4. Students will not have access to microwaves.

10. Auxiliary Spaces

1. According to Alberta Education guidelines, the Gym can be used for P.E.:
 - a. When possible, have P.E. outside.
 - b. Choose activities supporting physical distancing (e.g. badminton over wrestling).
 - c. At AlBaqir Academy, however, we will be cancelling P.E. due to limited space.
2. The Academy will consider delivering classes in the Gym to aid physical distancing.
3. Use of shared sports equipment should be discouraged. Shared equipment should be cleaned and disinfected after each use or users should perform hand hygiene before and after each use.
4. Avoid Assemblies.

11. Food Services

1. Students should not share food and activities where food is shared should not occur.
2. Classroom meals and snacks:



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- a. Pre-packaged meals or meals served by designated staff only.
 - b. Food provided by the family should be stored with the student's belongings.
 - c. Food preparation areas must be closed to students, non-designated staff and essential visitors.
 - d. Food-handling staff must practice meticulous hand hygiene and must not be symptomatic.
 - e. Students should practice physical distancing when eating.
 - f. No common food items are allowed (e.g. ketchup).
3. AlBaqir Academy will consider cancelling the Pizza lunch.

12. Responding to Illness

1. Staff members, parents and students should not enter the school if they have symptoms of COVID-19.
2. If a teacher develops symptoms of COVID-19 then he/she must immediately leave the Academy for the time recommended by the Chief Medical Officer of Health and Alberta Health Services. The staff member must access COVID-19 testing by accessing the AHS Online Testing tool.
3. If a student develops COVID-19 symptoms at the Academy, then he/she will be asked to wear a mask and isolate in a separate room. The parent/guardian of the student will be contacted and requested to come immediately to pick up the student. The student should access COVID-19 testing by accessing the AHS Online Testing tool.
 - a. If student requires care, then a staff should wear gloves and a mask and avoid very close contact with the student. Wearing a face shield by the staff may also be required.
 - b. Staff/students must wash their hands before putting on a mask and must also wash hands before removing the mask. Moreover, they must also wash their hands before and after touching any items used by the student.
 - c. All items used or touched by the student must be cleaned and disinfected as soon as the student has been picked up. Items that cannot be cleaned and disinfected, such as paper, should be removed from the classroom and stored in a sealed container for 14 days.
4. The Academy must keep records of all students with known pre-existing conditions. Any student with known pre-existing condition(s) developing symptoms of COVID-19 should get tested at least once to confirm that it is not the cause of illness before returning to the Academy.
5. If two or more staff/students within one cohort develop COVID-19 then the Academy will follow outbreak notification procedures as per routine Edmonton protocols.

13. Student Transportation

1. Parents and students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
2. Driver should be provided with items such as the following:
 - a. 2-meter physical distancing;
 - b. Physical barrier; and,
 - c. Non-medical face mask.
3. Students must be assigned seats and a record of the seating plan kept with the Administration. Students from the same household should be seated together.



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4. The following rules must be adhered to:
 - a. Students must load the bus with students in the back seats to the front of the bus.
 - b. Where feasible, the number of students per bench should be limited unless from they are from the same household.
 - c. Students from the same household may share seats.
 - d. Students must unload the front seats to the back of the bus.
5. If a student develops COVID-19 symptoms on the bus, he/she will be provided with a mask and kept 2 meters away from other students if possible. The driver will contact the Academy and the Administration will immediately call the parents/guardian of the student to pick him/her up at a designated location. The parent/guardian should not come onto the bus.
6. Bus cleaning and records:
 - a. High-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS, must be frequently cleaned and disinfected prior to each run.
 - b. Vehicle cleaning logs are recommended to be kept.

14. Work Experience and other Learning Experiences

1. Work experience may resume as long as the risk of infection is mitigated for all participants.
2. If the work experience is in a workplace, the student is expected to follow health rules set out by the workplace which should comply with the Workplace Guidance for Business Owners.
3. The time that individuals are in close contact should be kept to a minimum.
4. Use of shared items or equipment should be avoided. Equipment that must be shared should be cleaned and disinfected before and after each use, AND users should perform hand hygiene before and after each use.
5. Sports practices and outdoor activities may proceed in accordance with sector specific guidance.
6. For more guidance on outdoor sports and recreation, refer to the Guidance of Outdoor Recreation.



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COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

Overview

This checklist applies for all children, as well as all students who attend kindergarten to Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, child care or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

Screening Questions

1. Has the child:

(Choose any/all possible exposures)

Traveled outside Canada in the last 14 days? When entering or returning to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project	YES	NO
Had close contact with a case of COVID-19 in the last 14 days? Face-to-face contact within 2 metres for 15 minutes or longer, or direct physical contact such as hugging	YES	NO
If the child answered "YES" to any of the above: <ul style="list-style-type: none">The child is required to quarantine for 14 days from the last day of exposure.<ul style="list-style-type: none">If the child is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times.If the child develops any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended.		
If the child answered "NO" to both of the above: <ul style="list-style-type: none">Proceed to question 2.		

2. Does the child have any new onset (or worsening) of the following core symptoms:

Fever Temperature of 38 degrees Celsius or higher	YES	NO
Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
Shortness of breath Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
If the child answered "YES" to any symptom in question 2: <ul style="list-style-type: none">The child is to isolate for 10 days from onset of symptoms.Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation.		
If the child answered "NO" to all of the symptoms in question 2: <ul style="list-style-type: none">Proceed to question 3.		

3. Does the child have any new onset (or worsening) of the following other symptoms:

Chills Without fever, not related to being outside in cold weather	YES	NO
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
Feeling unwell/fatigued 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
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
Unexplained loss of appetite Not related to other known causes or conditions, such as anxiety or medication	YES	NO
Muscle/joint aches Not related to other known causes or conditions, such as arthritis or injury	YES	NO
Headache Not related to other known causes or conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)	YES	NO
<p>If the child answered “YES” to ONE symptom in question 3:</p> <ul style="list-style-type: none"> • 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. <p>If the child answered “YES” to TWO OR MORE symptoms in question 3:</p> <ul style="list-style-type: none"> • 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. <p>If the child answered “NO” to all questions:</p> <ul style="list-style-type: none"> • Your child may attend school, child care and/or other activities. 		

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started/until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR ADULTS 18 YEARS AND OLDER)

Overview

This tool was developed to support schools, activity organizers, employers, businesses and facility operators in reducing the risk of transmission of COVID-19 among attendees/staff. The tool is meant to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should complete this checklist prior to participating in the activity or program.

If an individual answers **YES** to any of the questions, they **must not** be allowed to attend or participate in the activity or program. *Individuals with fever, cough, shortness of breath, runny nose, or sore throat, are required to isolate for 10 days per [CMOH Order 05-2020](#) **OR** receive a negative COVID-19 test and feel better before returning to activities.

Use the [AHS Online Assessment Tool](#) to determine if testing is recommended and follow information on [isolation requirements](#).

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

Screening Questions

		CIRCLE ONE	
1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:		
	• <i>Fever*</i>	YES	NO
	• <i>Cough*</i>	YES	NO
	• <i>Shortness of breath / difficulty breathing*</i>	YES	NO
	• <i>Runny nose*</i>	YES	NO
	• <i>Sore throat*</i>	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
2.	Has the attendee travelled outside Canada in the last 14 days? (Individuals are legally required to quarantine for 14 days when entering or returning to Alberta from outside Canada unless exempted by the Alberta COVID-19 Border Testing Pilot Program.)	YES	NO
3.	Has the attendee had close contact ¹ with a case of COVID-19 in the last 14 days?	YES	NO

¹ Face-to-face contact within 2 metres. A health care worker in an occupational setting wearing recommended personal protective equipment is not considered to be a close contact.