

**WALDORF INDEPENDENT SCHOOL OF EDMONTON
WALDORF EDUCATION SOCIETY OF EDMONTON
2021-22 Health & Safety Handbook
Grades K-9**

***“Normal School Operations with Enhanced Health and Safety
Best Practice”***

This document will continue to be updated based on orders from the Chief Medical Officer for Health, recommendations from Alberta Education, and as required by the WISE administration.

Document Revision History: August 22, 2021



In response to the most recent recommendations from Alberta Education, the WISE will resume normal operations with enhanced health and safety best practices for the 2021-22 school year.

For our students and staff's continued health and safety, we will retain a number of best practices to prioritize the wellness of our entire community, reduce the risk of transmission of illness, and maintain a safe and healthy environment. Some procedures introduced in school last year will continue because they were shown to effectively minimize the transmission of respiratory infections, including COVID-19, influenza, and common colds.

We have updated this WISE 2021-22 Health and Safety Handbook to reflect the most recent recommendations from Alberta Education: [Alberta Education's 2021-22 School plan](#) and [Alberta Health's guidance for respiratory illness prevention and management in schools](#).

Our guiding principles:

- We prioritize the health, safety, and well-being of our students and staff; this encompasses the physical, emotional, and mental health of everyone in our community.
- We will resume normal school operations, with contingency plans, should we need them.
- A collective effort will be required to keep schools open and safe; the relationships to our environment and each other are essential to the Waldorf education we provide.
- We will minimize risk, though we know we cannot eliminate all risks.
- We will clearly communicate our plans with all stakeholders and ensure stakeholders are informed of the latest expectations.

For the WISE to operate in this normal mode, we need all stakeholders to work together. As the Chief Medical Officer of Health, Dr. Deena Hinshaw, advises, this is a collective responsibility, and we all must:

- Take measures to protect each other,
- Maintain high levels of hygiene, and
- Follow provincial health guidance and local plans to the best of our ability.

We will review our processes regularly and remain responsive to the requirements to expand or ease additional health measures at the WISE.

Warmly,

Tim Burnham
WESE President

Keely Scott
Executive Administrator

Melina Cartmell
WISE Principal

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INTRODUCTION

Values Statement

The Waldorf Education Society of Edmonton (WESE) and the Waldorf Independent School of Edmonton (WISE) have outlined the guiding values used to create this handbook. These values form the structure for decision-making and inform our flexibility and responsiveness related to the COVID-19 pandemic.

WESE and WISE have affirmed that:

- We value children and honour the whole child.
- We value Waldorf Education for what it brings to each family.
- We value our unique community built on mutual respect and integrity.
- We believe that humanity is interconnected and that it is our shared responsibility to participate in the healing and nurturing of our world.
- We value the spiritual intention guiding our school, and we honour the diverse beliefs of our community.
- We strive to foster a community that upholds the rights, safety, and well-being of all staff and students. We recognize that individual, institutional and systemic biases against gender, culture, religion, ethnicity, sexual orientation, ability, mental health, and socioeconomic status exist. We believe every student and staff member has the right to a welcoming, caring, respectful and safe work and learning environment.
- We value transparency and communication surrounding decision-making regarding school programs.

Purpose

The purpose of this handbook is to inform staff, parents, and students of the operations supporting health and safety for all WISE programs as we return to normal operations. This handbook is an addendum to our **WISE Parent Handbook**, where parents can find information about other integral aspects of our programming. The document will be updated based on orders from the Chief Medical Officer for Health, Alberta Education, and WISE leadership as required.

HEALTH & SAFETY

WISE 2021-22 Return to School Health and Safety Framework

Students, staff, and families can expect the following health measures to be in place when classes resume on August 31, 2021:

- **Daily health screening** for students and staff to determine if they should come to school.
- An expectation that all **students and staff will remain home if they are sick**, including when they have core COVID-19 symptoms or test positive for COVID-19.
- A focus on **hand hygiene and respiratory etiquette**, including increased handwashing
- **Prioritizing respiratory health** by increasing indoor ventilation, having UV air filtration in classrooms, and using optimal outdoor spaces and classrooms.
- Requiring **masks for all staff, parents, and visiting adults when indoors** at the WISE, as in near-normal operations that we experienced during the 2020-21 school year.
- Requiring the **use of masks for students in Grade 4 to Grade 9**, as in near-normal operations that we experienced during the 2020-21 school year:
 - Masks for staff and students Grades 4-9 when moving around common spaces.
 - Masks can be removed when seated at desks - when they are arranged to allow physical distancing to be maintained, and students are facing away from each other.
 - Masks will not be required outdoors or during physical activities.
 - Individuals who are physically, psychologically, or developmentally unable to wear a mask may be excused from this health protocol with a medical exemption.
- All students who wish to wear a mask in our early childhood programs to Grade 3 will be supported to do so.
- **Encouraging physical distancing**, where possible
- **Maintaining class cohorting of students indoors**, where possible

We are pleased to resume the following school activities with specific health measures in place, such as:

- Field trips
- JH Athletics, clubs, and extracurricular activities
- Performances
- Assemblies and school festivals in limited cohorts, or outdoors

We will review this 2021-22 Health and Safety Guidance Framework as our local context changes, at a minimum of every two months, and communicate any changes with the community.

Covid-19 updates for Albertans

We encourage families to keep themselves informed with current, up-to-date Covid-19 information from Alberta Health Services [here](#).

Health Measures

True health and wellbeing for individuals require a holistic approach. In Waldorf schools, supporting each individual's threefold nature (thinking, feeling, willing) remains a priority, as does the execution of all health measures in a manner that promotes a positive learning environment, imbued with imagination and honouring childhood. Staff is dedicated to carrying out health best practices with an approach that will honour student development in an age-appropriate manner and the physical, emotional, and mental health of all staff and students.

The WISE has welcomed a variety of health measures to support the health and safety of staff, students, and families. We know a multifaceted approach to health and safety provides the best outcomes for reducing illness transmission. For this reason, the WISE faculty and administration have developed the following health measures with AHS recommendations:

- Daily self-screening practices
- Respiratory etiquette
- Hand hygiene
- Cleaning procedures
- Personal Protective equipment and controls

Routine measures to reduce the risk of transmission of COVID-19 and other respiratory illnesses will continue to include 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. Additional measures may be considered or recommended if the school experiences a COVID-19 outbreak. If the school is experiencing an outbreak, one or more outbreak measures may be implemented. Examples of these outbreak measures include: active health screening with questionnaires, increasing frequency of cleaning and disinfection, maintaining classroom cohorts, mask recommendations, and/or limiting extra-curricular activities. Localized rapid testing may continue to be available for emergent situations that arise.

First Aid Attendants

First aid treatment protocols have changed for COVID-19. All Staff on-site are required to have a current First Aid certificate and will be required to review the updated First Aid protocols ([Appendix E](#)).

STUDENTS AND FAMILY SECTION

Daily Self-Screening Practices

Parents/guardians will assess their child(ren) daily for symptoms of the common cold, influenza, COVID-19, or other infectious respiratory diseases, by completing a Daily Health Check ([Appendix A](#)) [Alberta Daily Health Checklist](#) before sending their child to school. Parents needing to be on school property must assess themselves before arriving at school. If either a student or parent has symptoms that may put the health of staff or students at risk, they may not attend or enter the school.

Masks and Respiratory Etiquette

Staff, parents/guardians, visiting adults, and students in Grades 4-9 are required to wear a mask, while indoors at school. Students from Early Childhood to Grade 3 are not required to wear masks (except when riding school buses and if required by organizations facilitating field trip experiences).

Some instances where [masks](#) are required for students from Grades 4-9 include:

- Upon entering a school building
- When using the restroom
- When travelling in hallways and accessing lockers or cubbies in common areas
- When travelling around the classroom or engaging in interactive activities in close proximity to other students
- At any time indoors where physical distancing is not possible and when **not** seated at their desk
- While singing indoors

Staff and students in Grades 4-9 will **not** be required to wear masks but may choose to wear one when:

- When seated at their desk during instructional time, provided desks are arranged to provide the greatest distancing possible.
- While outside during recess or while seated in an outdoor class configuration
- While participating in outdoor physical activities (distancing encouraged)
- When participating in physical activities in the gymnasium (distancing encouraged)
- While playing instruments

Student and staff back-to-school supply lists will include face masks, clearly labelled to keep for personal use. Families are strongly encouraged to bring their masks to the school should they need to enter the school building, and will be required to wear a disposable mask should they not have a mask and need to enter the building.

Face Covering Requirements

- Masks must be worn over the nose and mouth.
- Students, staff, and family members will provide their own cloth or disposable face masks, clearly labelled with their name.
- Face coverings must align with the WISE dress guidelines, refraining from images and advertising logos favoring plain, solid coloured masks.

- Transparent face shields may be used in addition to face coverings but not as a replacement for a mask except for one-on-one or small literacy support and language instruction.
- Families are encouraged to have students keep a minimum of five additional clean masks labelled with their child's name in a sealed container in their backpack at all times.
- Reusable face coverings will be sent home daily and should be cleaned at home with soap/detergent and hot water **each day** to ensure respiratory health and wellbeing.

Exemptions

The WISE understands that not all individuals can wear a mask or face covering. Only medical exemptions provided by a medical doctor will be accommodated.

Cleaning Procedures

WISE has allocated additional financial resources in the 2021-22 budget to increase cleaning procedures throughout the school day. High-touch surfaces such as door handles, desks, and bathroom fixtures, will be sanitized daily and throughout the day, particularly after snack and lunch. See [Building and Cleaning](#) section for additional details.

Personal Protective Equipment and Controls

School/site reception areas will be equipped with temporary plexiglass screens. These screens are to be cleaned by following the protocol provided. On an as-needed basis, the WISE will provide single-use masks for students and adults entering the building at the main office. Families are asked to supply all student masks for their children in school daily. Families can return masks to school every day to limit the number of masks disposed of daily. While we work to protect each other and the environment, we encourage reusable fabric masks as part of our zero-waste environmental stewardship intention at the WISE. We recognize that lighter disposable masks may be more appropriate for some.

Hand sanitizer, gloves, and cleaning supplies will be provided in each classroom and at school entrances. Protective goggles, gloves, single-use masks, N95 masks (for staff attending to a student who develops symptoms of COVID-19 while at school), and a contactless thermometer (which will only be used on the wrist in the infirmary if a child develops COVID-19 symptoms) will all be made readily available.

Hand Hygiene

Handwashing will be part of our daily routines, including after washroom use, recess, and eating.

Handwashing (see [Appendix D- How to Wash Hands](#)) schedules are staggered internally to support physical distancing.

Physical Distancing

Students and staff are encouraged to maintain a physical distance where possible. We are committed to minimizing risk for our community; however, we will not be able to maintain physical distancing between students and staff at all times. Therefore, it is vital that anyone showing symptoms stay home, get tested, or self-isolate for the required amount of time before being cleared to return to school.

Student Cohorts

Activities that bring classes or grade cohorts together will use health measures to limit possible exposure between classes. Where possible, specialist teachers will move between classrooms rather than students. During outdoor recess, students will not be designated to individual class zones; however, certain areas are designated for specific divisions, and students will be encouraged to maintain distance when outside.

Vaccination

AHS recommends COVID-19 vaccination for everyone aged 12+. The decision to be vaccinated is a personal choice. In accordance with Alberta's privacy legislation, the Personal Information Protection Act, and the Freedom of Information and Protection of Privacy Act, staff must respect the health privacy of students, including their vaccination status.

Illness While at School

In 2020-21, the WISE staff and students experienced exceptionally good health, and we believe that strictly adhering to a *remaining at home when sick* approach was the most significant contributing factor. Additionally, the WISE did not have a single case of in-school transmission of COVID-19 in the 2020-21 school year. We will continue to maintain a school culture of staff and students remaining home when feeling unwell. Students exhibiting signs of illness will be moved to the school's infirmary room, known to students as our **comfort room**. Parents/guardians will be notified and advised to pick up their child as quickly as possible, within a maximum of one hour of notification. If the parent is unable to pick up their child, they must designate an emergency contact for student pickup. It is the expectation that students are picked up by the family or emergency contact. Within the Alberta Government's pandemic response, this is a responsibility all families must adhere to.

Staff supervising symptomatic students must:

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

The staff supervising the student may use a contactless thermometer on the wrist to take the student's temperature. After the student is picked up, the room must be cleaned.

Healing Basket

Healing basket materials will be administered to students in the office for those families who have signed the corresponding forms using good health and hygiene practices.

Close Contact Tracing and Confirmed Cases of COVID-19

At the direction of the Chief Medical Officer of Health, AHS Public Health will no longer notify close contacts of potential COVID-19 exposure, including close contacts in schools. AHS Public Health will not inform school authorities or administrators of individual cases of COVID-19 within their school setting. AHS guidelines do not require parents or staff to report a positive case of COVID-19 to the school. Legal provincial isolation requirements for core symptoms remain in place until at least Sept. 27, 2021.

To manage school outbreaks, the WISE will report an absence rate of 10% or higher or an unusual amount of individuals with similar symptoms to the [AHS Zone Medical Officer](#), Environmental Public Health, Coordinated Early Identification and Response (CEIR) line. This reporting and response is a long-established Public Health pathway to provide essential information to monitor for outbreaks and support schools across the province. The CEIR team will investigate any reported outbreak and work directly with the jurisdiction and school administration to provide follow-up recommendations and outreach for staff, parents/guardians, and students.

Students with Pre-Existing Conditions

According to AHS guidelines, individuals who have allergies or ongoing health issues and exhibit COVID-like symptoms are recommended to be tested at least once. This will establish a baseline for the individual. If symptoms change (worsen, additional symptoms develop, or a change in baseline occurs), the individual must stay home and be tested and cleared. Schools will track typical symptoms that may be confused for COVID-19 for students as we would with other medical conditions.

Symptomatic 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. Should anyone answer “Yes” to any daily health check questions, they may not enter the school. Parents can access testing for their children through Alberta Health Services [Self-Assessment Tool](#). Testing is only recommended (by the Chief Medical Officer of Health (CMO)) for those children with symptoms or pre-existing medical conditions that have symptoms similar to COVID-19.

The WISE encourages parents of children who test positive for COVID-19 and staff to report cases to the WISE administration. All such reporting will be held in strict confidence and will never be recorded in staff or student files. Should a family or staff member volunteer this information, WISE Administration will notify families, and the affected classroom cohort, by email of the potential exposure. However, in alignment with AHS guidelines, individuals within the class will not be required to quarantine if there is a case of COVID-19 at the school.

Exclusion from School

Although isolation requirements may change, exclusion from school may still be required to support managing outbreaks (primarily in schools where children are not currently eligible to receive vaccination). Exclusion is where an individual is not allowed to enter a facility (e.g., a known case of disease is not allowed to come to school until feeling better) but is not restricted in other aspects of their life. This is primarily used to manage and control outbreaks.

School Operations

Student Flow Inside the Building

Inside the school, teachers will guide students in a positive and age-appropriate way about the methods being used in the school to minimize risks and encourage physical distancing between classes.

Student Arrival and Entry

Parents and guardians are encouraged to physically distance and follow other public health measures when dropping off their children. Students in Kindergarten and Grade One will have outdoor arrival and dismissal whenever possible. Students in Grades Two through Nine will meet their parents outside or at their family's designated pick-up point at the end of the day. We ask that parents limit entering the school to necessities and support drop-off and pick-up procedures.

We will utilize as many designated class entry doors as possible and assign all classes an entry point. Students will enter the school buildings from outside guided by their class teacher. An internal staggered entry schedule will be maintained to encourage physical distancing between classes and maintain handwashing best practices.

Parents are no longer required to drop off students following a class cohort schedule. Morning supervision begins at 8:15 am, and the school begins for all students at 8:25 am.

Classroom Setup

Classrooms, desktops, and countertops will be consistently decluttered of all non-essential items to allow for daily cleaning. WISE has invested in an electrostatic sprayer to support the daily cleaning of a wide variety of materials, including carpets and furnishings, to retain our learning environment's aesthetic and warm atmosphere.

Desks will be separated for distance, given the size of the classroom and the number of students. Where two meters cannot be arranged between desks/tables, students are arranged, so they are not facing each other (e.g., arranged in rows rather than in small groups or a semi-circle). As in prior years, students will have an assigned desk and chair. In Kindergarten, students will have their designated spaces indoors around the circle and at the table each day.

Staff and students are to utilize their own school supplies and minimize any shared items. Where possible, teachers will organize their curricular content to reduce the need for shared resources at the beginning of the school year.

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

Each classroom will have its supply of wipes, sanitizer, and a few disposable masks.

End of School Day

Similar to arrival times, parents and guardians are encouraged to maintain physical distancing and follow other public health measures when picking up their children. Students in Kindergarten and Grade One will have outdoor dismissal whenever possible. We ask that parents limit entering the school to necessities and will support drop-off and pick-up procedures.

WISE will communicate their plan to address students exiting the school in an orderly manner with appropriate supervision, maximizing the number of exit doors as practical while encouraging physical distancing.

WISE does not offer after-school supervision and asks that parents be punctual in picking up their child(ren). Students waiting for pick-up are to wait outside. Parents are encouraged to contact the school if they are late for pick-up to make alternate arrangements for that child during inclement weather.

School Wide Events

Special school-wide events and traditions, as well as extracurricular activities, will resume this year. These activities will be modified on a case-by-case basis to limit opportunities for the spread of respiratory illness between classes.

Water Fountains, Water Bottles

Students and staff are encouraged to bring their own pre-filled water bottle every day. Sinks will serve as water refilling stations and can be used to fill personal water bottles. Water filters will not be in classrooms this year, and water fountains remain disconnected. Students may request a cup should they leave their water bottle at home.

Shared School Spaces

Hallways, gymnasiums, and foyers remain available for instructional use maximizing physical distancing where possible. The gymnasium is primarily for curricular purposes, and equipment will be designated for individual class use and shared on a rotation basis. Games that we play will strive to encourage physical distancing, build skills, be fun and active. Playgrounds remain open for student use. The school's infirmary is designated for ill and injured students.

Whenever possible, making an appointment with the office is advised. The school office is open daily from 8:15 am - 4 pm. Visitors to the office will be seen one at a time, and physical distance markers encourage distanced queuing.

The library will be used by all classes Grades 2 and up and be used as an additional meeting space for small group work and specialized student services delivery. All meetings scheduled in the library will be booked through the Google Calendar.

Visitors/Parents/Volunteers

To support the health and wellbeing of staff and students, and support contact tracing, we require all

visitors, parents, and volunteers to:

- self-screen before arriving
- Wash or sanitize hands upon arrival
- sign-in at the office
- wear a mask,
- and practice physical distancing whenever possible.

Prior to a visitor entering the school, they must use the posted self-screening tool on the school door. If a visitor answers YES to any questions, the individual may not enter the school building.

Parents are encouraged to wait outside for drop-off and pick-up where possible or to limit their time in the school to five minutes for drop-off and pick-up purposes when necessary. All visitors must be recorded in the school's visitor sign-in log, and parents and visitors are asked to wipe their pen after each use. Parents may request a meeting time with school office staff or teachers by phone or email. These meetings may be face-to-face, keeping physical distance, or by electronic means.

Parent Coffee

Parent coffee is on hold for the beginning of the 2021/22 school year. We look forward to resuming parent coffee back once additional health measures have eased.

Eating Lunch

We are fortunate that our students already have a routine for eating snacks and lunches in their designated classrooms at their desks. No food sharing for staff or students will be permitted. Students must not share utensils, dishes, water bottles, or drink containers. Students and staff will be asked to wash their hands or use hand sanitizer before and after eating. Students will be asked to help sanitize their desks or tables used for eating. Staff using the staff kitchen, library, or meeting with other teachers for distanced lunch meetings will be asked to observe health measures, the room capacity, procedures for using appliances, and practice distancing.

Recess

WISE has developed a coordinated exit/entry schedule utilizing as many exit and entry doors as possible for grades to leave their class learning space, go outside for recess, and return to their class learning space. Teachers will stagger recess breaks internally to reduce congestion and the number of students exiting and entering the school at any one time. Recess zones designated play areas will not be limited to class-specific cohorts and will reflect the student supervision plan developed by the WISE Faculty. These zones encourage active play and engagement in recess activities.

Class Transitions/Breaks

Where possible, teachers will be encouraged to move from class to class rather than students. Breaks are for moving to the student's next class, acquiring clothes and personal items for recess, washroom breaks, or refilling water bottles. WISE will identify times and additional procedures, as required, during the school day to reduce the volume of students in shared spaces at any one time. Students will be encouraged to practice physical distancing and follow their teacher's direction during class

transitions.

Extra-curricular Activities

Junior High Athletics, music, performance programs, and school clubs will resume in person following Alberta Education and AHS guidance for specific activities. Extracurricular athletics and fine arts performances will be available to students across classes in Junior high and be held outside when possible or employ the use of other health measures and considerations if held indoors. School-wide student clubs can meet while maintaining physical distancing; they can continue as long as they wipe down touched surfaces.

Field Trips

Waldorf pedagogy values experiential learning and field trips. At this time, guidance from Alberta Education states that field trips may resume. All students riding the bus must wear a mask, as directed by the Government of Alberta. Exceptions will be made for students with medical conditions or special needs in alignment with AHS guidelines.

WESE Board and Committees

WESE board members and the school principal may choose to meet via an online platform or in person. If they occur in person, they must meet outside the regular school day and follow school and AHS guidelines and protocols around self-screening, handwashing/sanitizer use, recording attendees/signing-in, meeting size, and physical distancing.

Breakfast/Lunch/Snack Programs

The WISE does not have any breakfast, lunch, or snack programs throughout the grades. Staff may engage in food activities with students provided adherence to food handling safety requirements are followed.

Birthday Celebrations

As we begin the 2021-22 school year, we will not be receiving birthday snacks from parents until additional health measures have eased. We will celebrate student birthdays in other meaningful ways, as we have always done.

Kindergarten Snack

Only those staff who are trained in food handling protocols will serve food for Kindergarten snack programs. The WISE will ensure all enhanced food handling protocols from AHS are followed, including wearing gloves and masks for anyone preparing foods and setting out utensils and dishes. Students will no longer help in these procedures or with food preparation at this time. Kindergarten snacks will be provided and served as per the Government of Alberta guidance for licensed programs.

Lockers

Teachers will organize and create procedures in staggering access to lockers and cubbies for personal items to reduce congestion and support distancing in the hallways and classrooms.

Washrooms

Regular washroom access is maintained for students while measures are put in place to reduce the number of students using a washroom at any one time. Washroom capacity will be posted, and students will be expected to wait while practicing physical distancing from each other and other health measures. Signage will be placed to support proper handwashing. A regular cleaning schedule will be maintained.

Soft Surface Furniture and Equipment

The WISE has invested in an electrostatic sprayer and has developed internal cleaning procedures to support daily sanitization of soft surface furniture and equipment. Additionally, each class will have a dedicated area where teachers will place shared-use equipment for sanitizing at the end of the day. Where soft surface furniture and items can be cleaned using routine protocols by these means, they will be able to remain accessible. If they cannot be cleaned using routine protocols, then they will be removed from classrooms.

Shared School Technology

Students in Grades 8 & 9 at the WISE have a designated laptop kept in individual folders, separate from the other devices. Devices are to be cleaned after each use following WISE's device cleaning protocol. In some cases, students may be asked to bring their own device to school to minimize shared usage of devices. Staff will be encouraged to use their personal devices at school when accessing technology. When staff use shared technology in the resource room, they will clean the device after each use.

Learning

Contingency 1: In-School Learning, & Contingency 2: At-Home Learning

In the [Alberta Education 2021-22 School Plan](#) are two contingency plans which may be called upon during this school year; *Contingency 1 : In-School Learning*, partially resume with additional health measures put in place, and *Contingency 2: At-Home Learning*, in-school classes are suspended or cancelled, and students are provided with daily learning activities by their teacher. We will remain responsive to emerging recommendations and guidance from both AHS and Alberta Education. Everyone in our learning community will need to play their part and follow the protocols within this guide.

Courses/Subjects

Students are expected to cover all of the curricular areas with no significant change to hours of instruction while participating in in-school instruction. Electives will proceed but may require some adjustments to reduce risks.

Music

Music instruction, including wind instruments, singing, and extracurricular activities, will continue with some health measures in place. Additional measures include:

- Students do not share instruments.

- Students sing outside when possible.
- Students remain with their class cohort.
- Students from Grades 4-9 are wearing masks while singing indoors.
- Enhanced cleaning measures continue to be in place between classes.

While music will include in-person singing, flutes in the classrooms, and playing band instruments, we continue to provide ways to achieve the learning outcomes through a ukulele/strings program, choir chimes (similar to handbells), and music composition. We will encourage students to be inspired through music exploration as a central aspect of child development within a Waldorf program.

Games and Movement

When possible, Games and Movement lessons will be done outside. Games we play will strive to maintain physical distancing, build skills, be fun and active. Where there is shared equipment, students will wash or sanitize their hands before and after using the equipment. We ask parents to ensure their children are always equipped with appropriate outdoor footwear to support all types of movement at all times.

Handwork/Woodwork/Practical Arts/Fine Arts

The Handwork/Woodwork/Junior High Practical Arts and Junior High Fine Arts teachers will travel to classrooms to support student learning. Students will keep their projects in their Handwork bags and have access to materials shared by the teacher, but not between students. Students will access the Handwork portable for woodwork, practical arts, and fine arts lessons when necessary. Students, with teacher support, will be asked to help sanitize their desk or table workspaces at the end of each class and wipe down equipment after each individual's use. Where the subject requires shared items, teachers will work to limit the use between students and build projects within a rotation as needed. Additionally, where required, classrooms will identify a designated area to place shared materials for end-of-day sanitization as needed.

Shared Supported Learning Materials

Where the subject requires the use of shared items like learning stations, manipulatives, and science equipment, teachers will work with students to wipe down devices after each individual's use. Additionally, where needed, classrooms will identify a designated area to place shared materials for end-of-day sanitization as required.

COVID-19 Specific Protocol Teaching

Teachers and staff will use a variety of resources available to teach students in a positive and age-appropriate way how the school is operating and help students feel confident and comfortable being at school. Various tools from AHS, age-appropriate imagery, play, and storytelling will be introduced to teach students handwashing, physical distancing, and other health measures through a Waldorf pedagogical lens. Ways to support one's mental health and social-emotional support also will be held collectively in a caring manner by WISE staff.

Provincial Assessment Testing

WISE will participate in the Grade 6 and 9 Language Arts and Mathematics Provincial Achievement Tests in the 2021-22 school year in alignment with Alberta Education guidelines for normal operations.

Supporting At-Home Learning While Self-Isolating or Ill

Consistent with what happens during non-pandemic times, should a child need to stay home for a period due to illness, you may request your classroom teachers to provide key concepts for the student to work on while at home.

Students will not be expected to complete work if their symptoms interfere with their sense of wellbeing; however, they will have the opportunity to continue their work insofar as their health allows until they are cleared to return to school. Teachers will not be providing rigorous daily content for absent students.

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

WISE will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Students with complex or differing learner needs will continue to be included in the whole class lessons with support. If a student has specific medical considerations, teachers will consult with your child's medical professional and will follow guidelines provided by Alberta Health Services. WISE can support families to identify their child's need for additional support, such as occupational therapists, speech-language pathologists, psychologists, and physical therapists, and provide service following their professional association guidelines. Alberta Education has defunded in-school services for students K-12 through Regional Collaborative Services Delivery (RCSD) for all schools across the province. Families may pay out-of-pocket for professional services identified as support for their child's learning. Some of these services will be face-to-face but physically distanced where possible. We would expect many of these professionals to wear various personal protective equipment to minimize risks. We will strictly adhere to screening protocols for all visitors entering the school.

BUILDINGS AND CLEANING SECTION

Cleaning

The WISE has put supplemental cleaning measures in place throughout the school day. Anyone entering the building will need to wash their hands or use hand sanitizer. Should medical exemptions from using hand sanitizer be required, those individuals will observe the school's handwashing schedule to wash their hands throughout the day. Access to hand sanitizer will be available at all the school building entrances, in each room, and at each staff desk and workspace within the school.

If more than one cohort uses the classroom or space during the day, individuals within that cohort are

asked to wipe down their desk in between cohorts with the teacher's support and supervision. Classrooms, kitchen, office, gym, teacher resource room, and infirmary spaces within the school will have access to disposable masks and gloves.

Custodial staff will maintain the school according to WISE's cleaning protocol. Kindergarten and Early Childhood classrooms will be cleaned and sanitized between morning and afternoon groups. Indoor toys and materials will be grouped by morning and afternoon cohorts, and cleaned regularly.

WISE has purchased an electrostatic sanitizer to support the custodial staff in implementing increased cleaning procedures. Each class will be sanitized nightly as part of the deep clean of the school.

Community Use of WISE Spaces

WESE will work toward safely reopening school spaces for community use.

Ottewell Community Garden

The WISE Ottewell Community Garden operates with safety measures and protocols and remains an essential aspect of the Waldorf curriculum.

STAFF SECTION

Daily Self-Screening Practices

Staff must screen themselves daily for symptoms of COVID-19 or other infectious respiratory diseases [COVID-19 Daily Screening Questionnaire \(Appendix A\)](#) before arriving at school.

Illness While Onsite

Staff who become ill with symptoms outlined on the self-screening checklist (that cannot be accounted for by a pre-existing condition for which they have received testing and established a baseline) must notify the administrator or principal and immediately self-isolate by going home.

Staff with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and exhibit COVID-like symptoms are encouraged to be tested at least once to establish a baseline for the individual. If symptoms change (worsen, additional symptoms develop, or a change in baseline occurs), the individual must go home until symptoms have resolved.

Staff Requiring Personal Protective Equipment

Staff members are required to bring their own face masks. Additionally, temporary masks, gloves, and sanitizer will be available. Should an individual feel they need different personal protective equipment, they are encouraged to discuss their needs with the Executive Administrator about securing needed materials.

Soft Surfaces

Where soft surface furniture and items can be cleaned using routine protocols and electrostatic spray, they will remain accessible. If they cannot be cleaned using routine protocols, the procedure is as follows: teacher-owned items will be required to be taken home and stored; school-purchased items will be removed and stored.

Staffroom Kitchen/Workroom

Staff will practice physical distancing and adhere to posted personal hygiene guidelines while utilizing these spaces. Staff members are to clean and disinfect staffroom/workroom areas after they are used. This includes wiping down keypads on photocopiers, etc. Staff will be asked to observe maximum room capacity.

Staff Meetings

Full Faculty, Faculty Council, and Division Meeting staff may meet via an online environment or face-to-face with the whole or parts of their staff. In-person meetings must follow school and AHS health measure guidelines.

Substitutes

Substitutes play an integral part in student learning. The WISE works to create a robust pool of substitutes for teachers and support staff at the WISE.

Substitutes are required to perform daily screening before entering a WISE worksite. Substitutes are required to review this Health and Safety handbook as part of all new staff hiring onboarding. If substitutes exhibit symptoms, they are to inform the school they are unavailable until their symptoms resolve.

Substitutes will sign in at the beginning of their day and indicate who they are replacing. WISE will ensure that we document with which classes the substitute has been in contact.

If there is a shortage of substitutes, WISE will attempt to cover staff internally to the greatest extent possible before contacting Alberta Education about staffing shortages to determine if there is a need to move to a different scenario for teaching, based on school context.

Substitutes will have access to single-use masks within the school and may choose to wear their own masks if they wish.

Employee Absences Related to COVID-19

Waldorf Independent School of Edmonton/Waldorf Education Society of Edmonton values the health and safety of all employees. Employees who are required to stay home due to illness in excess of their contracted sick leave will be able to appeal for additional paid sick leave. Employees may be required to provide medical documentation to the administration.

Employees with COVID-19 Symptoms

Employees who have or develop symptoms of COVID-19 unrelated to a pre-existing health condition must isolate and are required to follow current Alberta Health Requirements. Any symptomatic person may not enter the school building(s). The WISE has created a [flow chart](#) for adults to aid in determining the appropriate response to several COVID-19 related scenarios as a result of daily screening.

Employees with symptoms are required to follow current Alberta Health requirements and are advised to utilize the [Alberta Health COVID-19 Self-Assessment screening tool](#). Employees must contact the Executive Administrator to inform them of their absence.

Should an employee develop symptoms of COVID-19 throughout the day at the workplace, employees must isolate and leave the workplace as soon as possible.

Employees with COVID-19

Employees who test positive for COVID-19 must follow current Alberta Health requirements. Employees must contact the Executive Administrator to inform them of their absence. Should an employee present with core COVID symptoms, they are asked to remain home until symptoms resolve.

To manage outbreaks in schools, the WISE will report an absence rate of 10% or higher or an unusual amount of individuals with similar symptoms to the [AHS Zone Medical Officer](#), Environmental Public Health, and the Coordinated Early Identification and Response (CEIR) line. This reporting and response is a long-established Public Health pathway to provide essential information to monitor for outbreaks and support schools across the province. The CEIR team will investigate any reported outbreak and work directly with the jurisdiction and school administration to provide follow-up recommendations and outreach for staff, parents/guardians, and students.

Employees Entering or Returning to the Workplace Following a COVID-19 Related Absence

Employees who have fully recovered from COVID-19 must comply with all AHS isolation requirements and are encouraged to provide medical documentation to the administration before returning to the workplace.

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 encouraged to provide medical documentation to the administration indicating they comply with current Alberta Health requirements.

Employees Returning from International Travel

Employees are expected to ensure that any travel requiring them to self-isolate is completed in time to return to work. If an employee is required to self-isolate due to travel by choice, they will need to request unpaid leave.

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 the Executive Administrator to inform them of their circumstances. The Employee may be asked questions or asked for proof of their circumstances to determine how WISE can best support them. Should the employee be granted an unpaid 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.

Unsafe Work

Waldorf Independent School of Edmonton/Waldorf Education Society of Edmonton has implemented procedures following Alberta Health guidelines designed to minimize the risk of transmission of COVID-19 in the workplace. Before the start of the school year, all employees are required to complete a Job Hazard Assessment (JHA), which includes the hazard of COVID-19. The purpose of the JHA is to inform all employees of the potential risks associated with their jobs and the steps taken to mitigate those risks.

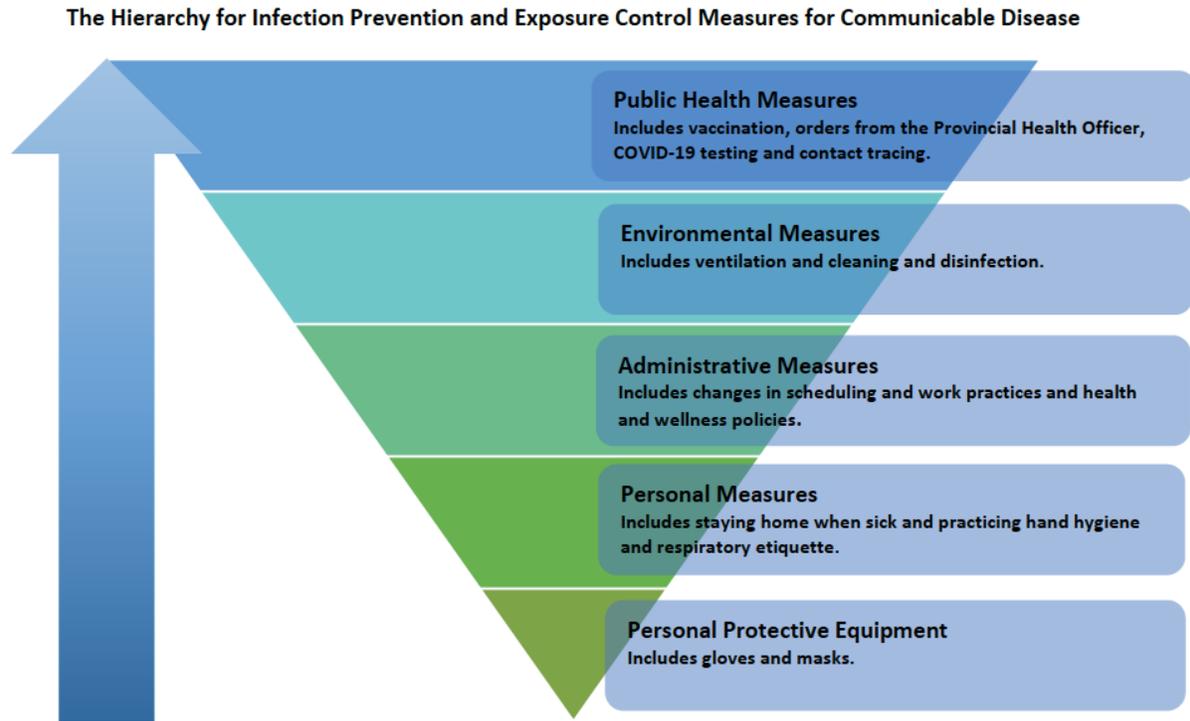
Employees must report unsafe work immediately to the administration. The administration must immediately complete an investigation of the concern(s). Administration may request assistance from the WISE Occupational Health and Safety (OH&S) Committee and/or an employee representative on the Committee. Efforts will be made to remedy any concerns to ensure safe work conditions. Pending the investigation results and potentially 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.

If an employee refuses work due to a potentially unsafe work condition, which cannot be resolved in a timely manner, they may be re-assigned duties or placed on leave if deemed necessary 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 to mitigate the risk. This process is documented in the incident investigation report.

Employees can refer to the [Alberta Occupational Health and Safety Act](#) and/or contact WISE's Executive Administrator for further details.

INFECTION PREVENTION & EXPOSURE CONTROL MEASURES

Infection prevention and exposure control measures help create a safe environment for students and staff. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. WISE will incorporate measures from all levels below into daily operations:



Source:

http://www.bccdc.ca/Health-Professionals-Site/Documents/IPC_Guidance_Surgeries_Non-Hospital_Sites.pdf

Public Health Measures

All Alberta Education & Chief Medical Officer guidelines and orders regarding the [school re-entry plan](#) will be adhered to by the WISE.

Employee and student absenteeism will be closely monitored with outbreak communication pathways directed through AHS Zone Environmental Public Health contacts.

Environmental Measures

School Preparation

Administrators and staff will utilize the following considerations to prepare classrooms and other work environments:

Classrooms

- Where possible, natural ventilation will be maximized by keeping doors and windows open.
- Classrooms will have one or more hand sanitizing stations.
- Classrooms, desktops, and countertops shall be decluttered daily to allow for custodial cleaning.
- Classrooms are configured to encourage physical distancing where possible.
- Use of shared items is limited.
- Administration, in collaboration with the staff, will determine any additional access limitations.

Offices, Staff Room, and Shared Space Access

- Access to the reception office is limited.
- Staff are encouraged to maintain physical distance while in the kitchen and/or eat in their classrooms or outside.
- To facilitate school room occupancy limits:
 - The resource room is for staff, volunteers, or visitor use only during the school day.
 - The kitchen is for staff, volunteers, or visitors only during the school day.
- Staff will be encouraged to bring their lunch. Staff may use the fridge for storage of personal items only.
- The dishwasher sanitization setting must be used for any plates, utensils, or food preparation materials used at school.
- Teacher resource room and photocopier access will be limited to four people at a time.
- Teachers are encouraged to do planning within their classrooms when possible.
- Printing will be limited to essentials.
- Signage is posted at the entrance of designated washrooms to limit the number of occupants based on size and ability to maintain physical distance.

Keyboards and Electronic Devices

Staff will wash hands or sanitize before beginning work at a computer station. Computer stations, including keyboard and mouse, should be cleaned and disinfected regularly after each use. This will be the responsibility of the user. When cleaning electronic devices, please consider the following:

- Wipe down the keyboard and mouse with the provided product.
- Do not use alcohol-based sanitizers or disinfectants on keyboards, phones, monitors, or touch screens.

Temporary Storage Area

Classrooms will be decluttered, and teachers are encouraged to take extra belongings home as there is

limited storage room within the school. Boiler, electrical, and mechanical rooms MUST NOT be used for storage.

Toys and Sports Equipment

- Where there is shared equipment, students will wash or sanitize their hands before and after using the equipment.
- Selected items must be easily cleaned.
- Students will be asked to wash their hands or sanitize before and after use when returning from recess.
- Students are not allowed to bring toys from home.
- All toys will be sanitized daily.

Cleaning Requirements

All disinfectants and detergents must be stored out of reach of students. Product information for all cleaning products is available through the office. All products will be clearly labelled.

Cleaning Schedules

Custodial staff will clean school buildings daily. This will include the regular daily cleaning regimen and additional disinfecting, with particular attention paid to visibly dirty surfaces and high-touch points, as well as emptying all garbage cans.

Custodial staff will maintain the school according to WISE's cleaning protocol and track their cleaning activities. Kindergarten and Early Childhood classrooms will be cleaned and thoroughly sanitized between morning and afternoon groups. Toys will be grouped by morning and afternoon cohorts, and cleaned regularly.

WISE has purchased an electrostatic sanitizer to support the custodial staff in implementing increased cleaning procedures. Each class will be sanitized nightly as part of the deep clean of the school.

On-site staff and custodians will be responsible for the following:

- Teachers and assistants are responsible for wiping their desk, classroom door handles, and other high-touch areas throughout the day.
- Teachers and assistants will be responsible for supporting students in sanitizing their desktops after eating.
- Teachers and assistants will be responsible for educating, facilitating, and supervising students in the washing and sanitizing hands following the school handwashing schedules.
- Custodial staff, teachers, and assistants will monitor supplies (paper towels, sanitizer, soap, and spray bottles) in classrooms, and custodial staff will ensure that supplies are restocked before each school day.
- If supplies are low, contact the office, info@thewise.ca, or by phone from the classroom.
- Custodial staff will ensure cleaning supplies are readily accessible for staff to clean their work area in classrooms, shared spaces.

Administrative Measures

Access Control

Visitors and families are strongly encouraged to make an appointment before accessing the school buildings and adhere to the daily screening procedures and sign-in.

The WISE remains committed to being responsive to our community, and as such, communication with teachers and administrative staff will remain a priority. Meetings should occur via appointment by phone or virtual meeting. In-person meetings are possible by appointment following health measures.

Any staff, visitor, parent, or class volunteer entering the school must have completed the [Alberta Daily Health Check \(Appendix A\)](#). Parents/guardians are responsible for ensuring that all students entering the school have completed the [Alberta Daily Health Check \(Appendix A\)](#).

In all cases, anyone entering the school must wash or sanitize their hands as per handwashing protocols when entering school buildings.

Physical Distancing

Because of the environmental constraints on physically distancing students, daily screening and staying home when unwell, hand hygiene, and respiratory etiquette, including masks for all staff and students in Grades 4-9. While activities will be planned to accommodate physical distancing and limit physical contact between students creatively, there are limitations to how effective distancing measures will be, particularly for younger students. We cannot guarantee children will not come into physical contact with other students throughout the day; risk can be minimized but not eliminated.

We ask students and staff to support the following physical distancing protocols with different expectations and methods set for the varying ages of the children. Scheduling, programming, and customs to accommodate physical distancing have been arranged as follows:

- Parents/caregivers are encouraged to limit their entry to the school to necessities. They are encouraged to remain outside the school buildings to drop off and pick up their children when possible.
- Parents and students are asked to follow all health measures on school grounds, including physical distancing, and are encouraged to support school cohorting by leaving school grounds after drop-off and pick-up.
- Kindergarten parents/caregivers will drop off and pick up their child(ren) outside as part of the classroom routine whenever possible.
- Grade One parents/caregivers will drop off and pick up their child outside as part of the classroom routine whenever possible.
- Teachers will remind students about physical distancing in an age-appropriate manner, and all students will be encouraged to minimize physical contact.
- Morning greetings will not include the customary handshake between teachers and students; however, a direct greeting for each student will remain part of our school culture.

- Students will be reminded not to share personal items such as writing instruments and crafting tools.
- Schedules have been configured to allow students to be outside for parts of the school day.
- Teachers will create ways to reduce congestion and encourage physical distancing when students access boot rooms and coat hooks.
- For Kindergarten classrooms, teachers will manage children’s personal items stored in the classroom.

Personal Measures

Staff and Student Illness

If students or staff are ill with COVID-19 or symptoms of respiratory illness, they must stay home until symptoms resolve and adhere to AHS requirements.

Illness While On-Site

- Staff who become ill must notify a member of the administration and the office, then go home.
- Students exhibiting signs of illness must be moved to the Infirmary/Comfort Room or, if needed, to another location where they can maintain 6 feet of distance from others.
- Students who become ill will be supported in a positive, warm, and comforting manner.
- Parents/caregivers will be notified and advised to pick up the child immediately.
- Staff supervising symptomatic students must:
 - Keep all other staff out of the infirmary room
 - Provide the student with a face mask, regardless of grade
 - Use strict handwashing techniques
 - Maintain physical distancing where possible; and
 - Wear gloves, mask, and protective goggles or face shield while attending to the student.
 - The staff supervising the student may use a contactless thermometer on the wrist to take the student’s temperature.
- After the student is picked up, the room must be cleaned.
- Parents are required to screen their children using the [Alberta Daily Health Checklist \(Appendix A\)](#) before school.
- Parents/caregivers must keep students home who show symptoms listed on the daily health checklist form.

Handwashing

Soap and water are the preferred methods for cleaning hands. Staff will teach and reinforce frequent hand hygiene in a positive, age-appropriate manner, and posters displayed by the sink areas will reinforce the message. Parents/caregivers are also encouraged to teach hand hygiene. Hand-sanitizing stations will be placed in each classroom, and schedules are in place to support handwashing.

Handwashing or sanitizing is required for students and staff:

- Upon arrival at school and before leaving school
- After using the washroom
- After sneezing or coughing (for those students with pre-existing conditions), unless respiratory etiquette is observed
- Before and after eating any food, including snacks
- Before and after touching face (nose, eyes, or mouth)
- Whenever hands are visibly dirty

Additional handwashing or sanitizing required for staff:

- Before administering medications
- Before food preparation, handling, or serving
- Before and after assisting students with eating
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks
- When donning and doffing gloves
- After handling garbage

Food Handling

Staff and students are required to pack in and pack out all food except Kindergarten and Early Childhood:

- No sharing of food, drinks, or utensils will be permitted between students at school.
- Parents/caretakers must provide food in clean, labelled containers.
- Students must store food in a bag and wash their hands before and sanitize or wash hands after eating.

If students with diverse needs need support for eating:

- Use good hygiene practices when handling food.
- Avoid bare hand contact. For example, use utensils, deli napkins, or dispensing equipment to handle food; and
- Frequently wash hands with plain soap and water.

Respiratory Etiquette

- Wear a mask where required in common areas.
- Cough and sneeze into the elbow, sleeve, or a tissue.
- Throw away used tissues and immediately perform hand hygiene; and
- Refrain from touching eyes, nose, or mouth with unwashed hands.

Personal Protective Equipment (PPE)

Masks are required for use by children in Grades Four and up when indoors, in shared spaces, and when moving around, unless advised otherwise by a health care provider.

Masks on young children can be irritating and may lead to increased touching of the face and eyes. If your health practitioner advises you to have your child wear a mask during the day, we ask that

parents provide clean reusable masks that are not distracting and align with our school dress policy (simple, solid colours without distracting images or advertising).

SOCIO-EMOTIONAL SUPPORT

Managing Social-Emotional and Traumatic Impact

Our goal is to ensure that the school environment remains as healthy and safe as possible for students and staff, including socio-emotional well-being.

Students will be monitored by their parents and teachers, and all concerns in this regard will be communicated openly with families from the school. We encourage families to direct concerns to the student's teacher and the administration as needed.

All staff will be encouraged to contact a member of the administration should they need support. Time will be allocated at weekly division meetings for sharing of staff concerns regarding wellness.

If parents are concerned about the mental health and wellness of their child, they can also reach out to the following resources:

Mental Health Helpline: [1-877-303-2642](tel:1-877-303-2642)

This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental health services, and referrals to other agencies.

Kids Help Phone: [1-800-668-6868](tel:1-800-668-6868)

Kidshelpphone.ca

Text CONNECT to [686868](tel:686868)

Health Link: [811](tel:811)

Alberta Health Services

- [Health in Tough Times](#)
- [Healthy Together](#)

The Federal First Nations and Inuit Hope for Wellness Help Line [1-855-242-3310](tel:1-855-242-3310)

COMMUNICATION

Training and Education of Staff

All staff must:

- Review this document and complete all orientation/training related to this document;
- Complete the Staff Orientation Checklist on the first day of return to work;
- Review all updates/notices provided to staff; and
- Participate in any additional training and or education sessions, as required.

Training and Education of Students and Parents

- Parent review of this document
- Prominent posting of hard copy communications/posters
- Regular email communication to all families
- WISE 2021-22 Health and Safety Handbook posted on the WISE website under Resources
- Parent Orientation
- Parent class meetings
- In-class instruction for students regarding COVID-19 related health measures, school procedures, and expectations delivered by staff in an age-appropriate manner

Appendix A - [Alberta Daily Health Checklist](#)

COVID-19 INFORMATION

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

Overview

This tool was developed to support Albertans in protecting others and reducing the risk of transmission of COVID-19. Adults 18 years and older can complete this checklist every day to self-monitor for symptoms of COVID-19.

If you have traveled outside Canada in the last 14 days, follow the [Government of Canada Travel, Testing, Quarantine and Borders](#) instructions, including any requirements for exempt travelers related to attending high-risk environments.

Screening Questions for Adults 18 Years and Older:

1.	Do you have any new onset (or worsening) of the following symptoms:		
	• 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	
If you answered "YES" to any symptom:			
<ul style="list-style-type: none"> • Stay home. • Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. • Individuals with fever, cough, shortness of breath, runny nose, sore throat or loss of sense of taste or smell are required to isolate for 10 days as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activities. 			
If you answered "NO":			
<ul style="list-style-type: none"> • You may attend work, school, and/or other activities. 			

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 through Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

If your child has traveled outside Canada in the last 14 days, follow the [Government of Canada Travel, Testing, Quarantine and Borders](#) instructions, including any requirements for exempt travelers related to attending high-risk environments.

Screening Questions for Children under 18:

1.	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, 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 1:			
<ul style="list-style-type: none">The child is required to isolate for 10 days from onset of symptoms as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activitiesUse 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 1, proceed to question 2.			

2.	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/conditions, such as anxiety, medication or irritable bowel syndrome	YES NO
	Unexplained loss of appetite Not related to other known causes/conditions, such as anxiety or medication	YES NO
	Muscle/joint aches Not related to other known causes/conditions, such as arthritis or injury	YES NO
	Headache Not related to other known causes/conditions, such as tension-type headaches or chronic migraines	YES NO
	Conjunctivitis (commonly known as pink eye)	YES NO

If the child answered “YES” to ONE symptom in question 2:

- 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 child answered “YES” to TWO OR MORE symptoms in question 2:

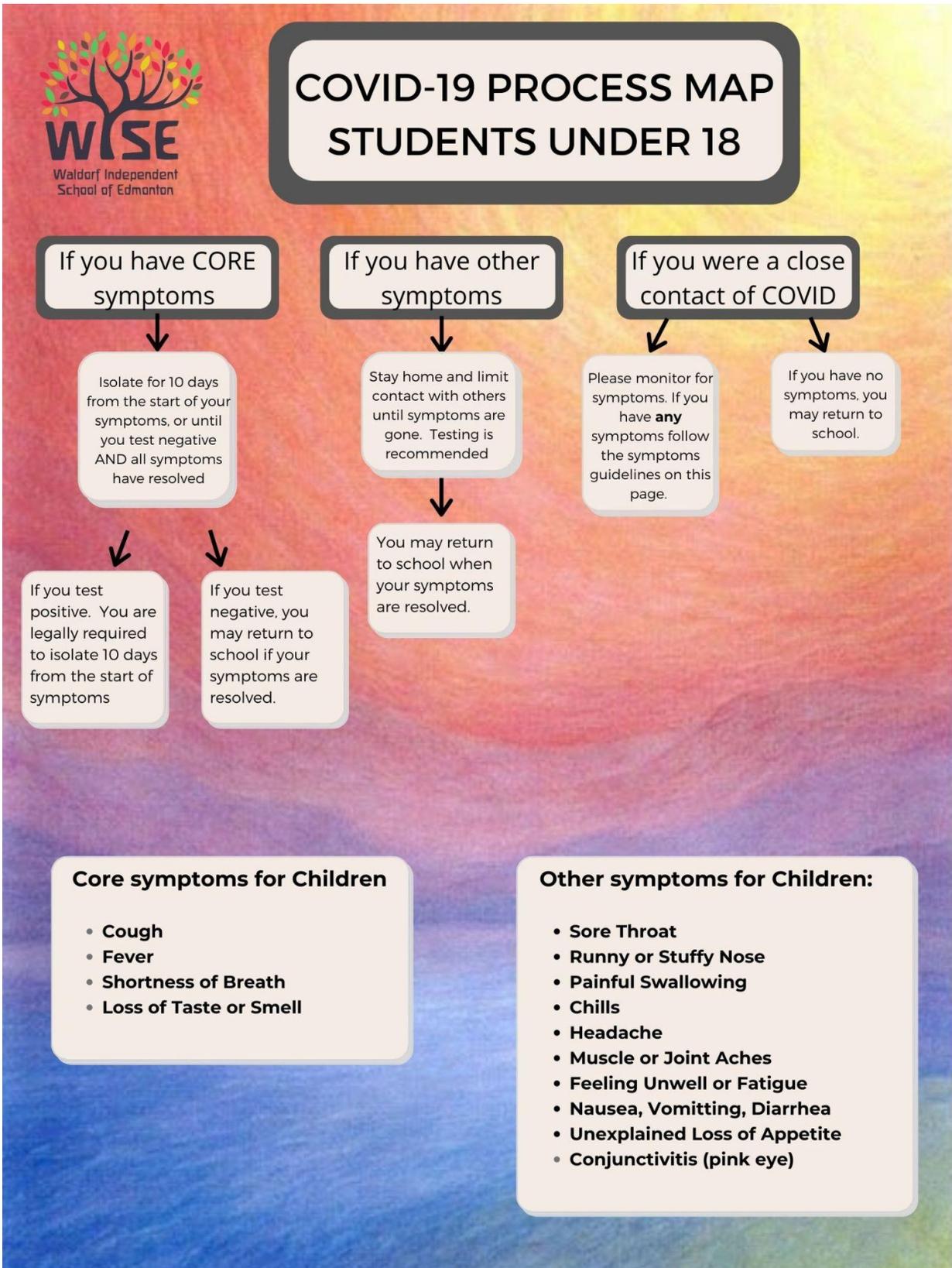
- Keep your child home.
- Use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

If the child answered “NO” to all questions:

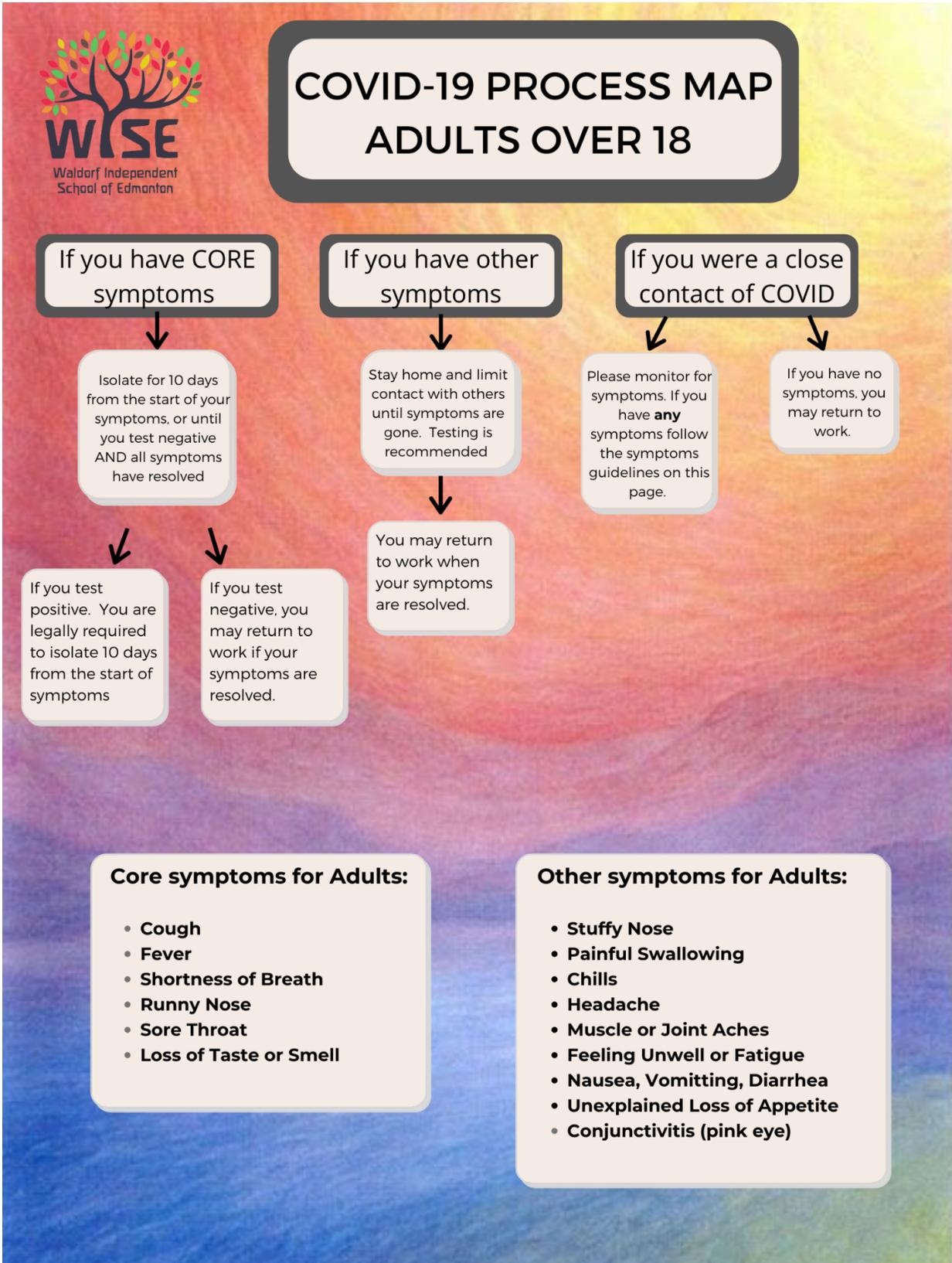
- Your child may attend school, childcare and/or other activities.

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 or until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

Appendix B - [Student Process Map for COVID-19](#)



Appendix C - [Adult Process Map for Covid-19](#)



Appendix D - How to Wash Hands

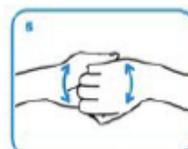
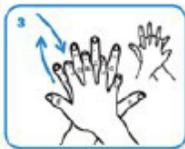
How to Hand Wash

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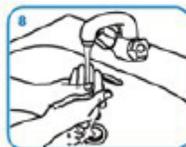
If you have any questions or comments regarding this information please contact the Infection Prevention & Control Hand Hygiene Program at: Hand.Hygiene@ahs.ca



- Roll up long sleeves and push up any wrist accessories
- Wet hands with warm water
- Apply enough soap to cover surfaces of the hands



- Vigorously rub soap over palms, backs of hands and wrists
- Include space between fingers, fingertips and thumbs
- Procedure should take 15 to 30 seconds



- Rinse under warm, running water
- Pat hands dry with disposable towel
- Turn tap off with the disposable towel

Periodically apply AHS-provided hand lotion for skin integrity.

Adapted with permission from The World Health Organization

Original date: May 2017
Revised date: June 2019



Appendix E - Administering First Aid: COVID-19

Purpose

The purpose of this document is to provide a procedure for First Aid Attendants to follow while performing first aid to either students or staff at schools/sites during COVID-19 to ensure worker safety.

PPE

Nitrile gloves, safety eyewear, or other PPE is task-dependent. Before performing/administering first aid, the First Aid attendant must read and understand this procedure. All staff must always wear gloves when cleaning blood or bodily fluids.

Procedure – Flu-like Symptoms

Attendants are **not** to assess or approach patients with suspected flu-like symptoms. Should staff or a child begin to show flu-like symptoms, the attendant will follow the instructions to attend to a student under the [Illness While at School](#) guidelines.

Procedure – Non-Flu-like Symptoms - Standard First Aid

N95 masks are not required PPE for performing first aid on patients who are not presenting flu-like symptoms.

- Perform handwashing as per COVID-19 SWP regarding handwashing.
- **Don nitrile gloves.**
- Gather appropriate first aid supplies and leave the first aid kit in the staging area (First Aid Room/dressing area).
- Perform injury assessment verbally and visually before administering first aid.
- Advise the patient not to speak when possible and to look to the side while you administer first aid.
- Administer appropriate first aid.
- Disinfect area used by the student after use.

Remove Gloves:

- Remember the outside of the gloves is contaminated.
 - Grasp palm area of gloved hand and peel off the first glove.
 - Slide fingers of hand under the other glove at wrist and peel off.
 - Discard in regular waste.
- Wash hands as per handwashing SWP.
- Complete First Aid Record where applicable.

Appendix F - AHS Zone Environmental Public Health Contacts

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

Zone	Contact Email Address	Phone Numbers for Main Office
Calgary Zone	calgaryzone.environmentalhealth@ahs.ca	Calgary 403-943-2288
Central Zone	centralzone.environmentalhealth@ahs.ca	Red Deer 403-356-6366
Edmonton Zone	edmontonzone.environmentalhealth@ahs.ca	Edmonton 780-735-1800
North Zone	northzone.environmentalhealth@ahs.ca	Grande Prairie 780-513-7517
South Zone	southzone.environmentalhealth@ahs.ca	Lethbridge 403-388-6689