



BLACK GOLD SCHOOL DIVISION

2020-2021 SCHOOL RE-ENTRY PLAN

Information for Parents & Guardians

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Table of Contents

About COVID-19	2
What is COVID-19?	2
Symptoms	2
Prevention	2
Good Hygiene	3
More Information	3
COVID-19 Alberta Health daily checklist	3
Quarantine and Isolation	3
Re-entry Information for Parents and Students	4
In-school Classes	5
Transportation	5
Entry Protocols	6
General Protocols	7
Classes and Programming	11
Cleaning Protocols	13
Mental Health/Psychosocial Supports for Students and Staff	14
Distance Education/At Home Learning	14
What is Distance Education?	14
Does Distance Education lead to a High School Diploma?	14
Can a Student Switch to In-school Classes?	14
Instruction	14
Start Date	15
Electronic Devices	15
Student and Parent Responsibilities	15
Format of Materials	16
Attendance	16
Non-core Courses	16
Time Expectations	16
Provincial Testing	16
Homeschooling/Home Education: Parent-directed/taught	16
What is Homeschooling?	16
Does Homeschooling lead to a High School Diploma?	16
Parent Responsibilities	17
Time Expectations	17
Declaration of Learning Experience	17
Appendix 1	19
Appendix 2	38

About COVID-19

What is COVID-19?

COVID-19 is an illness caused by a coronavirus. It is a new disease that has not been previously identified in humans. [Coronaviruses](#) are a large family of viruses. Some cause illness in people and others cause illness in animals. Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. COVID-19 is a new disease caused by the coronavirus (SARS-CoV-2) and was declared a global pandemic in March 2020. Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze.
- close personal contact, such as touching or shaking hands.
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands.

These viruses are not known to spread through ventilation systems or through water.

Symptoms

COVID-19 symptoms can be mild and are similar to influenza and other respiratory illnesses. According to information from the [Government of Alberta](#), most healthy people who are infected with the new, or novel, coronavirus will have a mild illness like a cold or flu. They may have a fever, cough, sore muscles or a sore throat. Some people may feel short of breath. Most people (about 80%) recover from this disease without needing special treatment. People who are much older or who already have health problems are more likely to get sicker with the novel coronavirus and may need to be hospitalized.

Alberta Health identifies the following [symptoms for COVID-19](#):

- Common symptoms: cough, fever (over 38°C), shortness of breath, runny nose or sore throat.
- Other symptoms can include: stuffy nose, painful swallowing, headache, chills, muscle or joint aches, feeling unwell in general, new fatigue or severe exhaustion, gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite), loss of sense of smell or taste, conjunctivitis (pink eye).
- Symptoms of serious illness: difficulty breathing or pneumonia.

If you have any of these symptoms, stay home and self-isolate to avoid spreading it to others. Alberta Health recommends calling Health Link at 811 for more information.

Evidence indicates that the virus can be transmitted to others from someone who is infected but not showing symptoms. This includes people who have not yet developed symptoms (pre-symptomatic) and those who will never develop symptoms (asymptomatic).

While experts know that these kinds of transmissions are happening among those in close contact or in close physical settings, it is not known to what extent. This means it is extremely important to follow the proven preventative measures.

Prevention

Novel coronavirus spreads the same way as other viruses that cause colds and cases of flu. When people cough or sneeze, tiny drops of liquid go into the air. If the person has the coronavirus, the virus can be in those droplets and make others sick. One way a person can get sick is by breathing in tiny drops that have the virus in them, that can happen while talking with or being close to someone who is sick. Another way is by someone touching something that tiny drops have landed on and then touching their mouth, nose or eyes. Sharing dishes and forks and spoons, water bottles and drink containers could also spread the virus from someone who is sick to someone who is not.

You can help prevent the spread of COVID-19. Prevention starts with awareness. The following practices will help reduce the spread of COVID-19:

- Practice physical distancing
- Self-isolate when you're feeling sick
- Wash your hands frequently
- Cover coughs and sneezes
- Avoid touching your face

In addition to the strategies listed above, it is required that all staff and teachers, as well as students in grades 4 to 12 wear non-medical face masks while in shared areas of the school outside of the classroom where physical distancing may not be possible, and on school buses. Staff and students do not have to wear masks while seated in the classroom during instruction where there is appropriate distance between the staff and students, and maximum possible distance between students' desks (as a principle, two metres should be maintained wherever possible). Non-medical face masks for students in kindergarten to grade 3 may be considered.

Good Hygiene

Wash your hands really well and often with soap and water for at least 20 seconds. Soap and water are always the best. But, if soap and water are not available, you can use hand sanitizer. If your hands are dirty, or you have touched a surface that others have touched, wash your hands. Don't touch your eyes, nose or mouth until your hands are washed. Cough or sneeze into your elbow or a tissue, then wash your hands. Washing your hands, not touching your face, and staying home when you are sick are the best ways to help you and your family and friends stay healthy.

More Information

If there is anything you might be confused or worried about, don't be afraid to ask someone you trust. More information can be found online at alberta.ca/COVID19.

COVID-19 Alberta Health daily checklist

Alberta Health Services has developed two COVID-19 daily checklists, one for children under 18 and one for adults.

The new [COVID -19 Alberta Health daily checklist for children under 18](#) comes into effect on Monday, November 2, 2020 and will apply to Albertans under 18 and students who are 18 and over attending high school.

All other Albertans who are 18 and over, including school staff, will continue to use the [Alberta Health daily checklist](#) (please see pg 3 for Albertans 18 or over) that was previously developed by Alberta Health Services.

Quarantine and Isolation

CMOH Order 05-2020 has several legal requirements for quarantine and isolation (please see the table below).

Individuals with Close Contact to a person with COVID-19 and without symptoms of COVID-19 (Asymptomatic)

AHS identifies **close contacts** as some who:

- Provides direct care for an individual with COVID-19 or who had similar close physical contact OR
- Had close prolonged contact OR
- Had direct contact with infectious body fluids of an individual with COVID-19 (i.e. was coughed or sneezed on).

If the individual has **close contact with a person who has COVID-19**, they are legally required to **quarantine** for 14 days from the last exposure as it can take up to 14 days for an individual to develop symptoms.

AHS will confirm and contact close contacts when there is a case at school and will contact parents and staff.

NOTE If symptoms develop see information on Symptomatic individuals*

Stay Home When Sick (Symptomatic)

If an individual is exhibiting any symptoms of COVID-19, stay home, seek health care advice, and take the [AHS Online Self-Assessment Tool](#) to determine if you should be tested.

If the Symptomatic Individual is tested for COVID-19

- If the individual receives a **positive test result**, they are legally required to **isolate** for a minimum of 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If the individual receives a **negative test result**, (and has no known exposure to COVID-19), they are to **stay home** until symptoms resolve.

If the Symptomatic individual does NOT get tested for COVID-19

- If the individual has any of the common symptoms (fever, cough, shortness of breath, or loss of sense of smell or taste) they are **legally required to isolate for a minimum of 10 days** from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If the individual has ONE of the other symptoms of COVID-19 (chills without fever, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigue nausea, vomiting, diarrhea, unexplained loss of appetite, muscle or joint aches, headache, pink eye), the individual is required to **stay home for at least 24 hours**.
 - If symptoms **improve** during that time, they can return to school and activities when they feel well enough. testing is not necessary until symptoms resolve.
 - If the symptom **does not improve or worsens** after 24 hours use the [AHS Online Self-Assessment Tool](#) to determine if you should be tested.
- If the individual has TWO or more of the other symptoms of COVID-19 (chills without fever, sore throat/painful swallowing, runny nose/congestion, feeling unwell/fatigue nausea, vomiting, diarrhea, unexplained loss of appetite, muscle or joint aches, headache, pink eye), the individual is required to **stay home** and take the [AHS Online Self-Assessment Tool](#) to determine if they should be tested. Children 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.

Re-entry Information for Parents and Students

Following the provincial government's direction, Black Gold School Division (BGSD) is implementing the [Guidance for School Re-entry - Scenario 1](#) from Alberta Education and Dr. Hinshaw, the Chief Medical Officer of Health, for September 2020. Wherever possible, having children physically attend school is recommended and our teachers are eager to get back into the classroom and work with students. Parents should be reassured that our schools are meeting Alberta Health Services (AHS) guidelines in providing a safe environment for student learning. Dr. Hinshaw has stated the decision to allow in-school learning with public health measures in place weighs the risks of prolonged school closures on students' educational experience and overall well-being against the risk of COVID-19 outbreaks. It is possible that we may have to transition between scenarios during the school year. Health officials will work with school authorities to make the decision to transition all students to *partial* In-school Classes learning (Scenario 2) or Distance Education (Scenario 3) based on multiple factors including the number of COVID-19 cases in a zone or a school and the risk of ongoing transmission. Please note that changes may be made to this plan in response to changes directed by Alberta Education.

In September, teachers will initially focus on the social and emotional needs of students and administering screening tools to identify gaps in student learning. Supporting students to be ready to learn is an important first step in school re-entry. Once teachers have identified gaps in student learning, they can plan their instruction to address these gaps prior to moving forward.

BGSD recognizes that each Black Gold family has unique needs and we are aware that not all families are comfortable with their child(ren) returning to in-school classes in September. While we will be offering in-school classes for students in September, we remain committed to providing an educational program for all students that best supports the child through different program delivery choices.

This document details the conditions that will be in place for each program delivery choice. **Parents/guardians will be asked to declare which learning experience is best for each of their children and in doing so, make a 5 month (one semester) commitment until the end of January.** This will enable us to deploy teachers and student supports as needed for effective programming. Students may switch learning experience options beginning on February 1, 2021. Parents/guardians will be asked to make this decision in December so there is adequate time to plan for students programming and staffing.

<h2>In-school Classes</h2>	
<i>Daily Health Check for Students and Staff</i>	Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day before they leave for school using the Alberta Health Daily Checklist . (*Children and students must complete the daily checklist for children under 18 on pages 1 and 2. All other Albertans who are 18 and over, including school staff must complete the daily checklist for adults 18 and older on page 3)
<h2>Transportation</h2>	
<i>Buses</i>	<ul style="list-style-type: none"> • Children/students should not board the bus if they have symptoms of COVID-19. Be sure that the self-screening tool has been used each day prior to leaving for the bus. • Students in Grades 4 - 12 are required to wear a non-medical face mask when on the bus and at the transfer site. • Students in Kindergarten - Grades 3 are encouraged to wear a face mask. • Bus Drivers will use a face mask (they may choose to also wear a face shield) when loading or unloading students from the bus. Bus Drivers will remove their face covering when the bus is in motion for maximum visibility. • When wearing a face mask, care should be taken to ensure the mask is used correctly and safely. • Students should be wearing their face mask at the bus stop or anytime they are waiting to board the bus. • As much as practical, children/students will start boarding from the back seats to the front of the bus. • As much as practical, students start disembarking from the front seats to the back of the bus. • Students will be assigned seats and students who live in the same household will be seated together.

	<ul style="list-style-type: none"> • Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run. • A vehicle cleaning log will be kept by each driver. • All children/students must perform hand hygiene (hand sanitizer) when entering the bus. Hand sanitizer will be available. • No sharing of personal items (toys, water bottles, etc.) or eating on the school bus. • A child who becomes symptomatic during the bus trip should be provided a mask if they are not already wearing one. The driver will contact the school to make the appropriate arrangements to pick up the child/student (see Responding to Illness below).
<i>Students Driving themselves to School</i>	<ul style="list-style-type: none"> • Students should only have people from their household in the vehicle with them. • Students are asked to arrive at school well before school begins and go directly to their classroom to minimize contact outside of their cohort. • Students will maintain 2 metres physical distance between all people (except household members) in an area determined by the school (field/paved play area, etc.).
<i>Arriving at the School</i>	<ul style="list-style-type: none"> • Parents and children/students should not be in the pick-up area or enter the bus if they have symptoms of COVID-19. • Each school will develop procedures for student pick-up and drop-off that allow physical distancing of 2 metres between families (as much as possible), support respiratory etiquette and access to hand hygiene.
Entry Protocols	
<i>Stay at Home when Sick</i>	<ul style="list-style-type: none"> • Stay at home if exhibiting symptoms of COVID-19 that are not related to a pre-existing illness/health condition.
<i>Staggered School Year Start Dates</i>	<ul style="list-style-type: none"> • Students have not been in school since March 13 and we have added a number of new protocols designed to keep students as safe as possible. Staggered entry will include a reduced number of students. Following the schedule below, staff will work with students to explain new processes and procedures that must be followed. This will give students the opportunity to become familiar with new routines that will be in place in the school and classrooms. • Kindergarten classes already have a staggered entry for students and there will be no changes to their entry schedule. <p>We recognize that some students may not be able to attend on the designated day below (childcare issues, etc). Please contact your school to advise them that your child will not be attending the staggered entry day but will begin school on September 11, 2020.</p> <ul style="list-style-type: none"> ○ September 8: Grades 3, 6, 9, 12 only ○ September 9: Grades 2, 5, 8, 11 only ○ September 10: Grades 1, 4, 7, 10 only ○ September 11: All students attend and regular classes begin.
<i>Drop-off and Pick-up Procedures</i>	<ul style="list-style-type: none"> • Where feasible schools will coordinate staggered drop-off and pick-up times and locations to limit contact between staff, parents/guardians, children and students as

	<p>much as possible. Please follow the schedule determined by your school for drop-off and pick-up times.</p> <ul style="list-style-type: none"> Parents/Guardians and caregivers must remain outside the school to pick-up and drop-off their children.
<i>Hand Hygiene and Safe Practices</i>	<ul style="list-style-type: none"> Everyone must perform hand hygiene (hand sanitizer) when entering and exiting the school. Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.
General Protocols	
<i>Physical Distancing</i>	<ul style="list-style-type: none"> Everyone in the school shall maintain 2 metres physical distancing whenever possible. Where physical distancing is not possible, extra emphasis on cohorting, hand hygiene, respiratory etiquette, and cleaning and disinfecting on a regular basis (before and after activities) will be implemented. It is important that students and staff stay home if they have any symptoms of COVID-19 that are not related to a pre-existing condition.
<i>Cohorts</i>	<ul style="list-style-type: none"> Cohorting limits exposure to others and aids in contact tracing if needed. Each class will be considered a cohort and efforts to maintain physical distancing even within a cohort will minimize the risk for disease transmission. Every effort will be made to limit the number of cohorts that each student is part of. Cohorting should be maintained during activities outside the classroom, such as recess and lunch breaks. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. If students from two different cohorts wish to socialize, they should remain 2 meters apart. If two or more people from different cohorts are required to come within 2 metres of one another for the purposes of instruction, practice or undertaking examinations, additional protections must be instituted such as engineering controls (such as plexiglass barriers or partitions), or administrative controls (adapting the activity to minimize or eliminate close contacts).
<i>Engineered and Administrative Controls in Schools</i>	<ul style="list-style-type: none"> School offices will be equipped with a plexiglass divider to protect visitors and staff from potential exposures. Directional arrows will be posted in each school to support physical distancing. Schools may designate different entrances and exits for different classes of students. Schools may post occupancy limits for bathrooms, common areas and meeting rooms to allow physical distancing. All rugs/soft surfaces that cannot be cleaned and sanitized have been removed from classrooms. Unnecessary furniture has been removed from classrooms. The following high touch items will not be used in schools except as needed in Foods classes: refrigerators, microwaves, dishwashers and vending machines. There will be no use of school cutlery, cups, dishes, etc. except as needed in Foods classes.

	<ul style="list-style-type: none"> All food sales, including cafeterias, hot lunch programs, bake sales and self-serve nutrition programs are cancelled. All school assemblies will be virtual.
<i>Visitors to School</i>	<ul style="list-style-type: none"> No one should enter the school if she or he is ill. (Complete the self-assessment tool) Follow all instructions of AHS and the school. Only required visitors can attend the school. A record of all visitors will be kept at each school. The number of schools that substitute teachers will work in will be limited as much as possible.
<i>Pre-existing Conditions</i>	<ul style="list-style-type: none"> The guidance that Alberta Education and the Chief Medical Officer of Health have provided us addresses children with known pre-existing conditions. <i>"The student should be tested at least once before returning to school and have a negative COVID-19 test result to confirm that COVID-19 is not the source of their symptoms. These symptoms would be their baseline health status. As long as the cough or runny nose is always the same and does not get worse, the student can attend school. Talk to your school about your child's pre-existing medical condition so the school may keep a confidential record of this condition."</i> BGSD recommends that a COVID-19 test be done closer to the start of the school year and as the guidelines state, talk to your child's school at that time. Should a student be required to self-isolate or quarantine, our teachers will provide materials for students who are at home if students are healthy enough to do school work. Schools must keep records of a student's known pre-existing conditions. Throughout the school year, if a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.
<i>Responding to Illness: if a Student Develops One or More Symptoms of COVID-19 (See all COVID-19 symptoms)</i>	<p><i>If student develops symptoms at home:</i></p> <ul style="list-style-type: none"> Students/children must not enter the school if they have symptoms of COVID-19. The student/child must stay home, seek health care advice as appropriate (e.g. call Health Link 811, or their primary care practitioner or, if needed, 911 for emergency response, and fill out the AHS Online COVID-19 Self-Assessment Tool to determine if they should be tested. <p><i>If student develops symptoms at school:</i></p> <ul style="list-style-type: none"> The child/student will be asked to wear a non-medical mask if they are able. The child/student will be isolated in a separate room. If a separate room is not available, the child/student must be kept at least 2 metres away from other children/students. The child/student's parent/guardian will be notified to pick up the student immediately. If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student. The student and staff should wear a mask and close interactions with the student that may result in contact with the student's respiratory secretions should be avoided. If very close contact is required, the staff member should also use a face shield or eye protection. Staff/students must perform hand hygiene before donning a mask and before and after removing the mask and before and after touching any items used by the child/student.

	<ul style="list-style-type: none"> All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 72 hours.
<p><i>Responding to Illness: if a Staff Member or Visitor Develops One or More Symptoms of COVID-19 (See all COVID-19 symptoms)</i></p>	<p><i>If staff member or visitor develops symptoms at home:</i></p> <ul style="list-style-type: none"> Staff and visitors must not enter the school if they have symptoms of COVID-19. The staff member or visitor must stay home, seek health care advice as appropriate (e.g. call Health Link 811, or their primary care practitioner or, if needed, 911 for emergency response, and fill out the AHS Online COVID-19 Self-Assessment Tool to determine if they should be tested. <p><i>If staff member develops symptoms at work:</i></p> <ul style="list-style-type: none"> The staff member will be asked to wear a non-medical mask if they are able. The staff member will go home as soon as possible. If the staff member is unable to leave immediately, they will be isolated in a separate and empty room or maintain a 2 metre distance from others. Staff must wash their hands before donning a mask and before and after removing the mask and before and after touching any items used by the staff member. All items the staff member touched/used while isolated must be cleaned and disinfected as soon as the staff member leaves. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 72 hours.
<p><i>Guidelines if a case of COVID-19 is confirmed by AHS in a school.</i></p>	<ul style="list-style-type: none"> The zone medical officer of health will work with school authorities to quickly: <ul style="list-style-type: none"> Identify cases Identify close contacts Create isolation measures when needed Provide follow-up recommendations A COVID-19 case will not automatically lead to school closure. It could be that only the group of students and staff who came in close contact will be required to quarantine for 14 days. Parents will be notified if a case of COVID-19 is confirmed at school and public health officials will contact those who were in close contact with the person. BGSD will support students and staff to learn or work at home if they are required to self-isolate. Any school authority/school connected to a confirmed or probable case of COVID-19 will be contacted by AHS and may be required to close in-person classes to allow the public health investigation to take place. The decision to send a cohort/class home or to cancel classes will be made in consultation with the local Minister of Health. If there is an absence rate of 10% due to illness OR there are an unusual amount of individuals with similar symptoms, school administrators must report to the local public health unit or school nurse as per their usual outbreak notification process, regardless of the COVID-19 test results for each individual. The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert Alberta Health Services to potential outbreaks of other diseases. NOTE* If there are suspected or confirmed cases of COVID-19 in a school, AHS has outlined the procedures and responsibilities of schools, AHS, and Alberta Health. (See Appendix 1)

Masks

- The wearing of masks is a medical decision not an educational one.
- Non-medical face mask use is mandatory for students in Grades 4 - 12 and all staff in settings where physical distancing cannot be maintained.
- Students in Kindergarten - Grade 3 may choose to wear a mask.
- Non-medical masks are not required while students are seated in the classroom during instruction if following the physical distancing guidance above. If close contact between students, or students and teachers/staff is occurring as a result of classroom activities, non-medical masks should be used for the duration of this activity.
- All teachers, staff, as well as students in Grades 4 - 12 are required to wear face masks in all shared and common areas such as hallways and on buses. .
 - Masks are required for this group as there is increasing evidence that older students may be more likely to transmit COVID-19 than younger students, and are at a higher risk of significant disease than younger students.
 - When non-medical face masks are used, hands should be cleaned before and after putting it on and taking it off. Avoid touching the mask once it is on. Masks should be changed after they become wet or soiled.
 - After removing a reusable non-medical face mask that will be reworn prior to washing, it should be placed into a clean, breathable bag or container (allows for evaporation) for storage. Consider using a bag that can be washed. All masks should have two distinct sides, one side that touches the face and one that faces outwards.
 - Do not reuse masks that are wet or soiled prior to laundering. A wet or soiled mask that requires laundering should be placed into a sealed bag or container where it is stored until it can be taken home and washed
 - Disposable masks that are damaged or dirty should be discarded into a garbage bin that is lined with a plastic bag.
 - A very small number of individuals may not be able to wear masks due to sensory or health issues. Face shields are not considered to be equivalent to non-medical face masks. It is important to comply with other personal preventative practices such as frequent hand hygiene and physical distancing as much as possible.
 - Additional guidance on non-medical face masks is available [here](#)
- Exemptions to mask requirement for all teachers and staff in all school settings and students in grades 4-12 include:
 - Persons who are unable to place, use or remove a non-medical face mask without assistance;
 - Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
 - Persons consuming food or drink in designated areas;
 - Persons engaged in physical exercise;
 - Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance;
 - Persons engaging in services that require the temporary removal of the non-medical face mask, and
 - Spaces where physical barriers have been installed between persons.
- Alberta's government will provide two reusable masks for each student.
- When wearing face masks, care should be taken to ensure [guidance on non-medical mask use](#) is followed and masks are used correctly and safely.

	<ul style="list-style-type: none"> Parents/guardians should be encouraged to help their children become comfortable with wearing a mask. Masks should not be worn by anyone who is unable to remove the mask without assistance (e.g., due to age, ability or developmental status). Practices such as physical distancing, cohorting, hand washing, staying home when sick and increased cleaning of surfaces continue to be the priority of public health measures.
<i>Expectations for Shared use of Equipment</i>	<ul style="list-style-type: none"> Absolutely no sharing of personal items will be permitted (pencils, crayons, erasers, toys, water bottles, books, etc.) When school equipment must be shared (i.e. Chromebooks, CTS shop equipment, P.E. racquets, etc) it must be cleaned and disinfected after each use.
<i>Water Bottles and Fountains</i>	<ul style="list-style-type: none"> AHS guidelines state that water fountains can remain open. Mouthpieces of drinking fountains are not a major source of virus transmission and require regular cleaning according to manufacturer recommendations. Water fountain knobs and push buttons are considered high touch surfaces and must be regularly cleaned and disinfected. It is recommended that students bring their own water bottle (labelled with their name) and fill water bottles rather than having them drink directly from the mouthpiece of a fountain.
<i>Personal Belongings</i>	<ul style="list-style-type: none"> Lockers can be used in schools where it is possible to ensure no crowding: <ul style="list-style-type: none"> Lockers need to be spaced out; Lockers assigned based on cohort/grade/class; and When it is not possible to ensure no crowding, students will continue to bring what they need for the day and keep school supplies and textbooks in their backpack. In schools where lockers are located in the classroom and only one class uses the classroom, lockers can be used. Teachers will coordinate access to these lockers so students can maintain a physical distance when using their locker. As with other personal spaces, students will be asked to wipe their lockers daily. All students and staff are encouraged to use a backpack for all personal belongings. Lunches are to be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.
<i>Electronic Devices</i>	<ul style="list-style-type: none"> Students are encouraged to bring their own educational devices (BYOED). Student personal devices are to be stored with their personal belongings.
<i>Classes and Programming</i>	
<i>Classroom Hygiene</i>	<ul style="list-style-type: none"> Everyone entering the classroom must perform hand hygiene. An emphasis will be placed on hand hygiene, respiratory etiquette and physical distancing as much as possible while in classrooms. Students and staff will wipe their own workspace such as desks, chromebooks, etc. before and after using. Younger students may require help from the teacher or education assistant.
<i>Class Sizes</i>	<ul style="list-style-type: none"> Class sizes will be similar to previous years as there is no additional funding to hire more teachers. Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom.

	<ul style="list-style-type: none"> ● If 2 metres cannot be arranged between desks/tables, students will be arranged so they are not facing each other (e.g. arranged in rows rather than in small groups of 4 or a semi-circle). This way, if a student coughs or sneezes, they are not likely to cough or sneeze directly on the face of another student. ● In circumstances where 2 metres of physical distance is not possible (especially if the circumstance requires prolonged close contact for longer than 15 minutes), teachers, staff and students in Grades 4 - 12 are required to wear a non-medical face mask to protect one another and extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will occur. ● students in Kindergarten - Grade 3 can choose to wear a non-medical face mask. ● Teachers will have seating plans for all classes. ● Each class will be considered a cohort and interaction between cohorts will be minimized. <ul style="list-style-type: none"> ○ Cohorts encourage individuals who cannot maintain 2 metre physical distancing (i.e. classes) to interact with the same people (their cohort) rather than switching daily contacts or randomly interacting with other people. ○ Within each cohort (classroom), students will maintain the greatest physical distancing possible to minimize the risk for disease transmission (i.e., spacing between desks).
<i>Student Movement</i>	<ul style="list-style-type: none"> ● Where possible, teachers will move between classrooms and students will remain at their desks. ● Hallway protocols are developed to ensure students remain a safe distance apart while moving throughout the building ● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. Teachers and staff will reinforce protocols.
<i>Breaks</i>	<ul style="list-style-type: none"> ● Snack, lunch, recess, and class change breaks will be staggered in each school to maintain physical distancing among children/students.
<i>Using Playground Equipment</i>	<ul style="list-style-type: none"> ● Each school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations. ● Encourage children to avoid sharing toys or sports equipment and limit contact with individuals outside of their cohort. ● Increased focus on respiratory etiquette and physical distancing will be taken around playground equipment.
<i>Physical Education</i>	<ul style="list-style-type: none"> ● When possible physical education will be done outside instead of inside as the risk of transmission is more likely to occur indoors rather than outdoors and will follow the Guidance for Sport, Physical Activity and Recreation. ● Teachers will choose activities or sports that support physical distancing (e.g. badminton over wrestling). ● Locker rooms and change rooms: <ul style="list-style-type: none"> ○ Kindergarten through Grade 6 students will not change for Physical Education classes. ○ Schools will develop change room protocols for Grades 7 through 12 students that will reflect time and space availability. ○ Lockers will not be available for use.

	<ul style="list-style-type: none"> • School Fitness Centres are open for programming purposes only. Recreational use, by staff and students, is strictly prohibited. All activities within the fitness centre must strictly follow the recommendations included in the Guidance for Sport, Physical Activity and Recreation guideline and must follow all cleaning protocols.
<i>Option Courses</i>	<ul style="list-style-type: none"> • Where AHS recommendations and guidelines can be followed (i.e. cleaning, physical distancing, cohorting, etc.) these courses will continue to be available to students. • No singing or playing wind instruments in Kindergarten to Grade 6. • Strict protocols to maximize student safety will be in place for Grades 7 - 12 music/band classes. • Classes that teach food preparation may occur as long as students do not share the food they prepare with other students or staff. Enhanced cleaning protocols will be implemented.
<i>Extracurricular Activities/Field Trips</i>	<ul style="list-style-type: none"> • Extracurricular activities, field trips requiring busing, and all overnight student excursions are postponed. This will be reviewed by November 30, 2020.
<i>Can a Student Switch to Distance Education?</i>	<ul style="list-style-type: none"> • Yes, students can switch to distance education beginning February 1, 2021. • Parents/guardians will be asked to make this decision in December so there is adequate time to plan for students programming and staffing.
Provincial Testing	<ul style="list-style-type: none"> • Students will participate in provincial testing (Achievement Tests and Diploma Exams) in accordance with Alberta Education testing schedules. • The November 2020 Diploma exams will be optional due to COVID-19. <ul style="list-style-type: none"> ○ The decision to write November 2020 diploma exams resides with students and their parents ○ Students will receive an exemption if they choose not to write a diploma exam. ○ To receive an exemption, students need to take the course and receive a current school-awarded mark.
Cleaning Protocols	
<i>Hand Hygiene</i>	<ul style="list-style-type: none"> • In addition to hand washing with soap, BGSD will provide appropriate amounts of recommended hand sanitizer in schools and on buses, and hand sanitizing dispensers will be available at each school entry way. • While washing with soap and water for 20 seconds is the preferred method for cleaning hands, hand sanitizer can be used when this is not practical. • Recommended hand hygiene protocols: <ul style="list-style-type: none"> ○ Before leaving home, on arrival at school, and before leaving school. ○ After using the toilet. ○ Before and/or after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions, etc.). ○ After sneezing or coughing. ○ Before and after breaks and sporting activities. ○ Before and after eating any food, including snacks. ○ Before touching the face (nose, eyes or mouth). ○ Whenever hands are visibly dirty.

<i>High Touch Areas</i>	<ul style="list-style-type: none"> • There will be increased frequency of cleaning and disinfecting of high-touch areas in schools. • Where required, extra custodial time has been added to accommodate this work.
<i>Bus Cleaning</i>	<ul style="list-style-type: none"> • Drivers will increase the frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices and GPS at the end of each morning and evening run and vehicle cleaning logs will be kept.
<i>Cleaning Workspaces</i>	<ul style="list-style-type: none"> • Materials for staff and students to clean/sanitize their own workspace (desks, shared devices, etc.) will be available in the classroom. • Students and staff will wipe their own workspace before and after using. If students remain at the same desk all day, this would be done at the beginning and end of the day.
<i>Mental Health/Psychosocial Supports for Students and Staff</i>	
<i>Providing Mental Health Support</i>	<ul style="list-style-type: none"> • Staff have access to professional learning on supporting the mental health of students. • Information on accessing mental health resources for students, families and staff is posted on the Black Gold Engaging Students website and the BGSD website.

Distance Education/At Home Learning

<i>What is Distance Education?</i>	<ul style="list-style-type: none"> • Distance education is the online and/or print delivery of student learning by a Black Gold teacher to students who are at home. Unlike the emergency remote learning implemented in the spring, all outcomes from each course will be taught in distance education just as they are with in-school classes. • If a parent chooses distance education (print and online) in the fall, our goal is to provide teacher instruction in all core subjects.
<i>Does Distance Education lead to a High School Diploma?</i>	<ul style="list-style-type: none"> • Yes, all courses completed through Distance Education/At Home Learning lead to an Alberta High School Diploma as distance education/at home learning is taught by a certificated teacher and follows the Alberta Education Programs of Study.
<i>Can a Student Switch to In-school Classes?</i>	<ul style="list-style-type: none"> • Yes, students can switch to in-school classes beginning on February 1, 2021. • Parents/guardians will be asked to make this decision in December so there is adequate time to plan for students programming and staffing.
<i>Instruction</i>	<ul style="list-style-type: none"> • All distance education/at home learning will be taught by a certificated Black Gold teacher. As much as possible, this teacher's assignment will be distance education/at home learning and not in-school classes. They are responsible to: <ul style="list-style-type: none"> ○ Develop the instructional path, ○ Deliver the learning opportunities, ○ Coach and assess each of their students. • All teachers will follow Alberta Curriculum and course outcomes. • Teachers will provide regular and timely feedback to students on assignments and assessments.

	<ul style="list-style-type: none"> ● In September, the initial focus will be on students' social and emotional needs and administering screening tools to identify gaps in student learning. This is essential to support student learning. ● In Kindergarten through Grade 6: <ul style="list-style-type: none"> ○ Print materials will need to be picked up from the school and dropped off when completed. ○ Teacher support is available online (email or video call), by telephone, or in person (arrangements can be made to meet with the teacher at the school). ○ Regularly scheduled online sessions are interactive and engaging for students and provide parents with the foundational support to ensure student success and may be offered synchronously (online classes), asynchronously format (available in a web-based format anytime) or a combination of these. ○ Combines online instruction using best practice learning strategies with a daily commitment to engage in followup learning (often print materials) at home. ● In Grades 7 - 12: <ul style="list-style-type: none"> ○ Learning may be offered synchronously (online classes), asynchronously format (available in a web-based format anytime) or a combination of these. Teachers may choose to record lessons or broadcast interactively. ○ Learning is supported with live instruction through online sessions where students meet with their teacher online.
<i>Start Date</i>	All Distance learning classes begin on September 8 . (Teachers will send out a welcome letter with more information by September 3). Parents/guardians and students will receive additional information regarding the activities, meeting links and other requirements for students each day.
<i>Electronic Devices</i>	<ul style="list-style-type: none"> ● Each student enrolled in distance education will require his or her own device (i.e. a Chromebook, laptop or computer) to participate. Parents/guardians are responsible to ensure that their child has a device.
<i>Student and Parent Responsibilities</i>	<ul style="list-style-type: none"> ● Students and parents are expected to be engaged in both online and offline learning processes. ● The level of parent/guardian engagement varies based on the age/grade level of the student as well as the student's level of motivation and independence. Generally speaking, greater parent/guardian engagement is needed with students in Kindergarten - Grade 6 than in Grades 7 -12. ● Students are responsible to: <ul style="list-style-type: none"> ○ Submit attendance daily (see section below). ○ Engage both online and offline. ○ Attend online sessions as scheduled. ○ Ask the teacher questions as needed. ○ Submit assignments and assessment according to schedules developed by their teacher. ● Parents/guardians are responsible to: <ul style="list-style-type: none"> ○ Ensure students have a device to complete their coursework. ○ Support students by ensuring they have the space, tools and time to complete coursework as assigned. ○ Encourage their child to connect with the teacher when they have questions. ○ Connect with the teacher as needed to support their child's learning.

<i>Format of Materials</i>	<ul style="list-style-type: none"> Distance education will include a combination of print and online assignments as appropriate for the grade level and age of students. Parents/guardians may be required to pick-up and drop-off materials at scheduled time as instruction progresses.
<i>Attendance</i>	<ul style="list-style-type: none"> Students enrolled in distance education will be accountable for daily attendance as specified by the teacher (attending video classes, daily emails, phone calls, etc.).
<i>Non-core Courses</i>	<ul style="list-style-type: none"> The decision to provide instruction in non-core courses will be made at the end of August and will be dependent on the number of students who are enrolled in distance education.
<i>Time Expectations</i>	<ul style="list-style-type: none"> Distance education/at home learning will offer the core courses and while the time needed to complete coursework/assignments and assessments varies with each student, the general guidelines for each day are: <ul style="list-style-type: none"> Kindergarten: <ul style="list-style-type: none"> 30 min. live classes (broken into shorter time slots) and 1 - 2 hours independent work time Grades 1 to 3: <ul style="list-style-type: none"> 60 min. live classes (broken into shorter time slots) and 3 - 4 hrs student work time and independent work time Grades 4 to 6: <ul style="list-style-type: none"> 75 min live classes (broken into shorter time slots) and 3.5 -4 hrs student work time and independent work time Grades 7 to 9: <ul style="list-style-type: none"> 90 min. live classes (broken into shorter time slots) 4 hrs student work time and independent work time Grades 10-12 - for each 5 credit course: <ul style="list-style-type: none"> Access to at least 20 min of teacher instruction each day and 1 - 1.5 hrs student work time and independent work time
<i>Provincial Testing</i>	<ul style="list-style-type: none"> Students will participate in provincial testing (Achievement Tests and Diploma Exams) in accordance with Alberta Education testing schedules.

Homeschooling/Home Education: Parent-directed/taught

<i>What is Homeschooling?</i>	<ul style="list-style-type: none"> Parent-Directed programming (Grades 1-12) adheres to the provincial Home Education Regulation. The parent is the primary educator, with our Home-based Coordinator providing support with program planning, resource selection, instructional approaches and methods of evaluation. Details are available in the Home Education Handbook.
<i>Does Homeschooling lead to a High School Diploma?</i>	<ul style="list-style-type: none"> It is possible for a student to earn a high school diploma if, on the recommendation of a school principal, a student receiving a home education program that follows the Alberta Programs of Study is eligible to receive high school credits if the student achieves the course standards and learning outcomes set out in the Alberta Programs of Study.

	<ul style="list-style-type: none"> • However, since courses taught by a parent/guardian are not required to follow Alberta Curriculum, courses completed through parent-directed homeschooling do not necessarily lead to a high school diploma. • Parents/guardians who choose to have their child(ren) return to school (in-person or distance education) in the future can work towards a high school diploma. Depending on the curriculum that students study during their parent-directed home learning, it may require more or less time for students to acquire the necessary prerequisite learning to move forward towards an Alberta High School Diploma.
<i>Parent Responsibilities</i>	<ul style="list-style-type: none"> • Parents have four key responsibilities: <ul style="list-style-type: none"> ○ Submit a home education plan (HEP) that meets the Home Education Regulation requirements. ○ Submit a mid and a year-end written summary of the child's progress toward the learning outcomes identified in the HEP. ○ Provide dated samples of the child's learning in all of the subject areas identified in the HEP (minimum of 4 core subjects). ○ Attend student progress review meetings with the child twice yearly with the Home-based Coordinator.
<i>Time Expectations</i>	<ul style="list-style-type: none"> • Parent-directed homeschooling includes the core subjects (Language Arts, Math, Science and Social Studies), as well as many other components that parents may decide to emphasize (i.e. physical activity, cooking, gardening, and exploring other interests). The guidelines below are for the time generally spent on core courses each day: <ul style="list-style-type: none"> ○ Kindergarten: 1 - 2 hrs per day ○ Grades 1 to 3: 2 - 2.5 hrs per day ○ Grades 4 to 6: 3 - 3.5 hrs ○ Grades 7 to 9: 3 - 4 hrs per day ○ Grades 10-12: 4 hrs per day depending on the chosen program

Declaration of Learning Experience

Thank you to parents/guardians for declaring a learning experience for your children until the end of January 2021. In December, we will ask parents/guardians to declare which learning experience is best for each of their children for the remainder of the school year.

Please note that this plan may be updated in response to changes directed by Alberta Education. Any changes in the school re-entry scenario will be determined by Alberta Health and Alberta Education with information on local school-based and zone information. We will remain in communication with the Alberta government and will continue to follow its advice.

[COVID-19 information: Guidance for School Re-entry - Scenario 1](#)

References:

[Alberta K to 12 School Re-entry Website](#)

[Alberta Health Daily Checklist.](#)

[Screening Questionnaire](#)

[Guidance for Sport, Physical Activity and Recreation](#)

[Guidance for Playgrounds \(updated June 18, 2020\)](#)

[Elementary - Returning to School Safely Video](#)

[Junior and High School - Returning to School Safely Video](#)

[Resource guide for COVID-19 outbreaks in schools](#)

[Implementing School Re-entry Guidance: Additional Considerations](#)

If you have questions about the school re-entry plan, please contact us at bgsd@blackgold.ca.

Appendix 1

COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Important Definitions

Alert

An alert is generally defined as a warning sign that there may be more cases than would normally be expected in a defined community, geographical area or season.

A COVID-19 alert in a school setting is defined as one confirmed case of COVID-19 in either a student or staff member in the school setting.

Close Contact

In a school setting, close contacts are individuals that:

- a) Provide direct care for an individual with COVID-19 or who had similar close physical contact
OR
- b) Had close prolonged contact (i.e., for more than 15 minutes cumulative and within two metres) with a case
OR
- c) Had direct contact with infectious body fluids of an individual with COVID-19 (i.e., was coughed or sneezed on).

Cohort

A COVID-19 cohort, also referred to as a bubble, circle, or safe squad, is a small group whose members are always the same people, and who do not always keep 2 metres apart. Cohorts in schools will generally be the size of one class.

COVID-19 Case

A person with laboratory confirmation of infection with the virus (SARS-CoV-2) that causes COVID-19.

Outbreak

An outbreak is generally defined as “the occurrence of cases of disease in excess of what would normally be expected in a defined community, geographical area or season” (World Health Organization, 2018).

A COVID-19 outbreak within a school setting is defined as “two or more confirmed cases (staff and/or student) within a 14 day period (one incubation period) OR two or more confirmed cases (staff/child) that are epidemiologically linked.”

Public Reporting

When a school outbreak reaches five confirmed cases in students and/or staff members in the school, the outbreak will be listed on the publicly-available website.

Symptomatic

alberta.ca/ReturnToSchool

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COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

An individual who has signs or symptoms of COVID-19 illness. For a full list of common, serious and other symptoms please refer to [Symptoms and Testing](#).

COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Standard Practice

If there are NO confirmed cases and NO symptomatic individuals in your school setting:

Who is involved?

- Schools and School Administration

What tools and resources may be useful?

- [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#)
- [Screening Daily Checklist](#)
- [Guidance for cohorts](#)
- [Alberta Health information posters and fact sheets](#)
- [Alberta Health Services](#)
- [Alberta Health Services Infection Prevention and Control](#)
- [Hand Sanitizer](#)
- [List of hand sanitizers authorized by Health Canada](#)
- [Health Canada list of disinfectants with evidence for use against COVID-19](#)
- [Guidance for wearing of non-medical face masks for the general public](#)
- [Alberta's COVID-19 response](#)
- [COVID-19 status map](#)

What are the school's roles and responsibilities?

- Schools and School Authorities should establish their own COVID-19 plans prior to reopening schools. This may include being aware of local disease risk in the community and additional public health measures that may have been implemented (see Alberta's [COVID-19 status map](#)).
- In specific contexts (e.g., communal living settings) where a community outbreak poses an increased risk to school staff or students, schools may be directed by local and provincial public health officials to follow additional outbreak control measures.
- Schools are to follow the standard guidelines in the guidance designated by Alberta Education: [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#).
- Parents/guardians play an integral role in the screening process for the child/student's daily involvement in school. Parents and children/students must be provided a copy of the [Screening Daily Checklist](#) upon school registration with the expectation that it needs to be completed on a daily basis.
- Before leaving home, staff, visitors and volunteers who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the [Screening Daily Checklist](#).

COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

What is Alberta Health Services' Role?

- Your Zone Medical Officer of Health (MOH) supports school authorities through providing guidance on communicable disease risk. If you have concerns, need specific guidance, or have questions about how to apply the measures outlined in the guidance document, please contact AHS Environmental Public Health in your zone for assistance (see below) or contact AHS Environmental Public Health using the [web portal](#). For general COVID-19 questions from staff or parents, please contact Health Link at 811.

Zone Environmental Public Health Contacts

ZONE	CONTACT EMAIL ADDRESS	PHONE NUMBER 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	she.southzoneeph@ahs.ca	Lethbridge 403-388-6689

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Symptomatic Individual(s)

If there are NO confirmed cases in your school setting, but there is one or more individual(s) with symptoms:

Who is involved?

- Schools and School Administration
- Alberta Health Services (AHS) – *as outlined below*

What tools and resources may be useful?

- [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#)
- [Screening Daily Checklist](#)
- [Symptoms of COVID-19](#)
- [Alberta Health Services COVID-19 self-assessment](#)
- [Alberta isolation requirements](#)
- [Guidance for cohorts](#)
- [Alberta Health information posters and fact sheets](#)
- [Alberta Health Services](#)
- [Alberta Health Services Infection Prevention and Control](#)
- [Hand Sanitizer](#)
- [List of hand sanitizers authorized by Health Canada](#)
- [Health Canada list of disinfectants with evidence for use against COVID-19](#)
- [Guidance for wearing of non-medical face masks for the general public](#)
- [Alberta's COVID-19 response](#)
- [AHS Mental Health Support](#)
- General questions (school staff or parents): Please call Health Link at 811
- For information on staff personal protective equipment (PPE) use in the school, please refer to your WHS/OHS.

What are the school's roles and responsibilities?

- If the school has children/students or school staff who are symptomatic, please see Table 1 below for a detailed description of steps to take. Through the daily screening process, the majority of symptomatic individuals will not enter the school. However, it is important for the school to have a plan in place to: safely isolate symptomatic individuals away from others in a designated space that allows for physical distancing of 2 metres, have potential supplies on hand (i.e. Personal protective equipment, cleaning supplies), and have the correct contact information for parents/guardians of children/students so the child/student may be picked up as soon as possible.
- Some individuals with pre-existing conditions may experience COVID-19-like symptoms as part of their normal baseline health or their known pre-existing condition. Schools must keep records

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

of a student's known pre-existing conditions. If a student develops [symptoms](#) that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school. This will be considered the student's baseline health.

- Schools should have flexibility for student and staff personal circumstances, such as flexible attendance and sick leave for students and staff who are symptomatic or who may have been identified as close contacts of a confirmed case of COVID-19. The period of time that children/students and staff members must remain home and isolate is dependent on symptoms and COVID-19 test results. For more information, please see the current requirements for [isolation and quarantine](#) and/or [Appendix E](#).
- Classroom-based learning may continue and students/staff with no symptoms do not need to be sent home or quarantined if there was a symptomatic-only individual in the school (NOT a confirmed case).
- Alberta Health Services (AHS) receives all of the case notifications directly from the lab. In the event there is a confirmed case of COVID-19 attending the school, the school will be notified by AHS.
- Parents and staff with general inquiries can be directed to call Health Link at 811 or can visit the Alberta Health website: <https://www.albertahealthservices.ca/info/Page6410.aspx>
- Health Link should not be used for questions regarding specific confirmed case/s and contact management as those will be addressed directly by the AHS outbreak team managing that case/s.
- If there is an absence rate of 10% due to illness, OR there is an unusual amount of individuals with similar symptoms, please report to your local public health unit or school nurse as per your usual notification process, regardless of the COVID-19 test results for each individual. AHS Communicable Disease Control or Environmental Public Health will follow up with your school to investigate based on influenza-like illness or gastrointestinal symptoms.
 - The purpose of this is to continue to monitor for other clusters of illness that may not be COVID-19 related and alert AHS to potential outbreaks of other diseases.

What is Alberta Health Services' Role?

- If there is only a single individual with symptoms, or a small number of individuals with symptoms, notification to AHS is NOT required.
- Symptomatic students and staff are asked to complete the [AHS Online COVID-19 Self-Assessment Tool](#) as noted above. If a school has reported an absence rate of 10% or higher due to illness OR there is an unusual amount of individuals with similar symptoms that has been reported to Alberta Health Services through the local Public Health unit or school nurse, AHS Public Health will follow up with the school.
- If the school administration notifies AHS of a COVID-19 positive individual in their school setting and AHS had not previously notified the school of this case, AHS will follow up and investigate.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Table 1: What to do if a Student, Staff Member or Visitor Develops Symptoms?

If a Student Develops One or More Symptoms of COVID-19 (See all COVID-19 symptoms)	If a Staff Member or Visitor Develops One or More Symptoms of COVID-19 (See all COVID-19 symptoms)
<i>If student develops symptoms at home:</i>	<i>If staff member develops symptoms at home:</i>
<ul style="list-style-type: none"> Students/children must not enter the school if they have symptoms of COVID-19 Direct the student to stay home, seek health care advice as appropriate (e.g. call Health Link 811, or their primary care practitioner or, if needed, 911 for emergency response, and fill out the AHS Online COVID-19 Self-Assessment Tool to determine if they should be tested 	<ul style="list-style-type: none"> Staff must not enter the school if they have symptoms of COVID-19 Direct the staff member to stay home, seek health care advice as appropriate (e.g. call Health Link 811, or their primary care practitioner or, if needed, 911 for emergency response, and fill out the AHS Online COVID-19 Self-Assessment Tool to determine if they should be tested
<i>If student develops symptoms at school::</i>	<i>If staff member develops symptoms at work::</i>
<ul style="list-style-type: none"> The child/student should be asked to wear a non-medical mask if they are able. The child/student should be isolated in a separate room. If a separate room is not available, the child/student must be kept at least 2 metres away from other children/students. The child/student’s parent/guardian should be notified to pick up the student immediately. If the child/student requires close contact and care, staff can continue to care for the child/student until the parent is able to pick up the child/student. The student and staff should wear a mask and close interactions with the student that may result in contact with the student’s respiratory secretions should be avoided. If very close contact is required, the staff member should also use a face shield or eye protection. Staff/students must perform hand hygiene before donning a mask and before and after removing the mask and before and after touching any items used by the child/student. 	<ul style="list-style-type: none"> The staff member should be asked to wear a non-medical mask if they are able. The staff member should go home as soon as possible. If the staff member is unable to leave immediately, they should be isolated in a separate and empty room or maintain a 2 metre distance from others. Staff must wash their hands before donning a mask and before and after removing the mask and before and after touching any items used by the staff member. All items the staff member touched/used while isolated must be cleaned and disinfected as soon as the staff member leaves. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 72 hours.



COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

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|---|--|
| <ul style="list-style-type: none">• All items the student touched/used while isolated must be cleaned and disinfected as soon as the child/student has been picked up. Items that cannot be cleaned and disinfected (e.g. paper, books, cardboard puzzles) should be removed from the classroom and stored in a sealed container for a minimum of 72 hours. | |
|---|--|

COVID-19 INFORMATION

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Alert

If there is ONE confirmed case in your school setting (with or without symptoms), your school will be on an Alert Status.

Who is involved?

- Schools and School Administration
- Alberta Health Services (AHS)
- Alberta Health

Please see [Appendix A](#) for the COVID-19 school outbreak notification process flow diagram.

What tools and resources may be useful?

- [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#)
- [Screening Daily Checklist](#)
- [Symptoms of COVID-19](#)
- [Alberta Health Services COVID-19 self-assessment](#)
- [Alberta isolation requirements](#)
- [Guidance for cohorts](#)
- [Alberta Health information posters and fact sheets](#)
- [Alberta Health Services](#)
- [Alberta Health Services Infection Prevention and Control](#)
- [Hand Sanitizer](#)
- [List of hand sanitizers authorized by Health Canada](#)
- [Health Canada list of disinfectants with evidence for use against COVID-19](#)
- [Guidance for wearing of non-medical face masks for the general public](#)
- [Alberta's COVID-19 response](#)
- [AHS Mental Health Support](#)
- General Questions (school staff or parents): Please call Health Link at 811

What are the school's roles and responsibilities?

- Schools are to work collaboratively with Alberta Health Services (AHS) Public Health under the authority of the Zone Medical Officer of Health/designate in order to manage their alert status and adhere to any recommendations or orders provided by the Medical Officer of Health/designate. This includes working with Alberta Health Services (AHS) Public Health to provide information required for contact tracing, as outlined in the *Alberta Public Health Act*.
 - Ensure all record keeping is complete and communicate with AHS Public Health for contact tracing.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

- Send Alert message when instructed by AHS to inform school parents/guardians of one case in the school, what actions are being taken to mitigate the risk of spread and a reminder to monitor for symptoms (See [Appendix B](#) for template).
- While schools may be required to share student/staff information with AHS Public Health under the *Public Health Act*, it is important for school staff and administration to protect the privacy of students/staff members. Personal information that may identify individuals who are COVID-19 cases to other members of the school community or to the public cannot be disclosed.
- School staff are to review all applicable public health guidance documents and plan to ensure adherence to public health measures to mitigate the risk of additional COVID-19 spread.
- School administrators are to inform their local school board/school authority that their school is under an "Alert".
- Schools should have flexibility for student and staff personal circumstances, such as flexible attendance and sick leave for students and staff who are symptomatic and in isolation or who may have been identified as close contacts of a confirmed case of COVID-19 and are in quarantine. School staff should be prepared to support continued learning for all students who are at home due to isolation and/or quarantine. The period of time that children/students and staff members must remain home and isolate is dependent on symptoms and COVID-19 test results. For more information, please see the [Alberta isolation](#) requirements and/or [Appendix E](#).

What is Alberta Health Services' role?

- AHS Public Health is notified of all positive laboratory test results for COVID-19 and is responsible for public health investigation and follow-up with the case(s) and their close contacts.
- AHS Public Health will contact the school principal/administrator to advise that a case of COVID-19 was present at the school and that the school is on an alert status.
- AHS Public Health will monitor for ongoing COVID-19 cases at the school.
- AHS Public Health will advise school administration to communicate alert to school parents/guardians to inform of one case in the school, what actions are being taken to mitigate the risk of spread and a reminder to monitor for symptoms (See [Appendix B](#) for template).
- AHS Environmental Public Health may conduct a site assessment if warranted, at the discretion of the Zone Medical Officer of Health (MOH).
- AHS Public Health will notify Alberta Health of the school alert status.

What is Alberta Health's role?

- Alberta Health receives a report of all confirmed cases of COVID-19.
- Alberta Health receives notification of school alerts from AHS Public Health.
- Alberta Health will notify Alberta Education and other provincial partners as required.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Outbreak

If there are TWO OR MORE confirmed cases in your school setting (staff/child) within a 14 day period (one incubation period) OR two or more confirmed cases staff child) that are epidemiologically linked.

Who is involved?

- Schools and School Administration
- Alberta Health Services (AHS)
- Alberta Health

Please see [Appendix A](#) for the COVID-19 school outbreak notification process flow diagram.

What tools and resources may be useful?

- [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#)
- [Line list template](#)
- [Screening Daily Checklist](#)
- [Symptoms of COVID-19](#)
- [Alberta Health Services COVID-19 self-assessment](#)
- [Alberta isolation requirements](#)
- [Guidance for cohorts](#)
- [Alberta Health information posters and fact sheets](#)
- [Alberta Health Services](#)
- [Alberta Health Services Infection Prevention and Control](#)
- [Hand Sanitizer](#)
- [List of hand sanitizers authorized by Health Canada](#)
- [Health Canada list of disinfectants with evidence for use against COVID-19](#)
- [Guidance for wearing of non-medical face masks for the general public](#)
- [Alberta's COVID-19 response](#)
- [AHS Mental Health Support](#)
- General Questions (school staff or parents): Please call Health Link at 811

What are the school's roles and responsibilities?

- Schools are to work collaboratively with AHS Public Health under the authority of the Zone Medical Officer of Health/designate in order to manage their outbreak status and adhere to any recommendations or orders provided by the Medical Officer of Health/designate. This includes working with AHS Public Health to provide information required for contact tracing, as outlined in the *Alberta Public Health Act*.
 - Ensure all record keeping is complete and communicate with AHS Public Health for contact tracing.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

- Send letter provided by AHS to school parents/guardians to inform of outbreak in the school what actions are being taken to mitigate the risk of spread and a reminder to monitor for symptoms (See [Appendix C](#) for sample only).
- While schools may be required to share student/staff information with AHS Public Health under the *Public Health Act*, it is important for school staff and administration to protect student/staff information, including NOT disclosing personal information that may identify individuals who are COVID-19 cases to other members of the school community or to the public.
- Public health measures for outbreak management are at the discretion of the Zone Medical Officer of Health (MOH); decisions on the need for alternate instructional delivery plans or school closures will be made by Government in conjunction with local officials.
- School staff are to review the applicable school health guidance and public health guidance documents and ensure adherence to all public health measures to mitigate the risk of additional COVID-19 spread.
- School staff are to ensure implementation and strict adherence to any recommendations from AHS Public Health.
- School administrators are to inform their local school board/school authority that their school has an outbreak of COVID-19.
- The school administration is to advise AHS Public Health of any relevant/related issues or difficulties in following guidance recommendations.
- Schools should have flexibility for student and staff personal circumstances, such as flexible attendance and sick leave for students and staff who are symptomatic and in isolation or who may have been identified as close contacts of a confirmed case of COVID-19 and are in quarantine. School staff should be prepared to support continued learning for all students who are at home due to isolation and/or quarantine. The period of time that children/students and staff members must remain home and isolate is dependent on symptoms and COVID-19 test results. For more information, please see the [Alberta isolation requirements](#) and/or [Appendix E](#).

What is Alberta Health Services' role?

- AHS Public Health is notified of all positive laboratory test results for COVID-19 and is responsible for public health investigation and follow-up with the case(s) and their close contacts
- AHS Public Health will communicate with the parent / guardian of any additional student cases, or with staff members who are confirmed as a case with a positive COVID-19 laboratory result for the purpose of contact tracing.
- AHS Public Health will contact the school principal/administrator to advise that additional cases of COVID-19 were identified at the school and that the Zone MOH/designate has declared that the school is on outbreak status.
- AHS Public Health will monitor for ongoing activity of disease.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

- AHS Public Health will provide the school administration with a letter to distribute to school parents/guardians to inform of additional cases in the school what actions are being taken to mitigate the risk of spread and a reminder to monitor for symptoms (See [Appendix C](#) for sample only).
- AHS Environmental Public Health may conduct a site assessment if warranted, at the discretion of the Zone Medical Officer of Health (MOH).
- AHS Public Health will notify Alberta Health of the school outbreak status and all additional cases in the outbreak. This information will be publicly reported when five or more confirmed cases of COVID-19 are identified at the school.
- AHS Public Health will advise the school that the outbreak will be reported publicly on the Alberta Health website if there are five or more confirmed cases of COVID-19 at the school.
- The Zone MOH may make recommendations or provide orders to effectively control the outbreak. These recommendations will be based on the number of active COVID-19 cases in the school and the risk of ongoing transmission, as determined by the public health investigation.
- AHS may also support the development of key messages for the school outbreak in collaboration with Alberta Health communications.

What is Alberta Health's role?

- Alberta Health receives a report from AHS of any additional confirmed cases of COVID-19.
- Alberta Health receives notification of school Outbreak from AHS.
- Alberta Health will notify Alberta Education of the outbreak and share outbreak-related data and information with provincial and federal partners as needed.
- Alberta Health will coordinate outbreak-related legislative actions with other Government of Alberta Ministries.
- Alberta Health will provide expert medical, epidemiological and public health advice and/or assistance to partners as indicated, as well as conduct provincial surveillance activities in collaboration with partners.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Public Reporting

If there are FIVE OR MORE confirmed cases in the outbreak at your school setting, the outbreak at your school will be publicly reported on the Alberta Health outbreak website.

Who is involved?

- Schools and School Administration
- Alberta Health Services (AHS)
- Alberta Health

Please see [Appendix A](#) for the COVID-19 school outbreak notification process flow diagram.

What tools and resources may be useful?

- [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#)
- [Line list template](#)
- [Screening Daily Checklist](#)
- [Symptoms of COVID-19](#)
- [Alberta Health Services COVID-19 self-assessment](#)
- [Alberta isolation requirements](#)
- [Guidance for cohorts](#)
- [Alberta Health information posters and fact sheets](#)
- [Alberta Health Services](#)
- [Alberta Health Services Infection Prevention and Control](#)
- [Hand Sanitizer](#)
- [List of hand sanitizers authorized by Health Canada](#)
- [Health Canada list of disinfectants with evidence for use against COVID-19](#)
- [Guidance for wearing of non-medical face masks for the general public](#)
- [Alberta's COVID-19 response](#)
- [AHS Mental Health Support](#)
- General Questions (school staff or parents): Please call Health Link at 811

What are the school's roles and responsibilities?

- Continue with all roles and responsibilities under [Outbreak](#).
- Schools are to work collaboratively with AHS Public Health under the authority of the Zone Medical Officer of Health (MOH)/designate in order to manage their outbreak status and adhere to any recommendations or orders provided by the Zone MOH/designate. This includes working with AHS Public Health to provide information required for contact tracing, as outlined in the *Alberta Public Health Act*.
 - Ensure all record keeping is complete and communicate with AHS Public Health for contact tracing.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

- While schools may be required to share student/staff information with AHS Public Health under the *Public Health Act*, it is important for school staff and administration to protect student/staff information, including NOT disclosing personal information that may identify individuals who are COVID-19 cases to other members of the school community or to the public.
- Public health measures for outbreak management are at the discretion of the Zone MOH; decisions on the need for alternate instructional delivery plans or school closures will be made by Government in conjunction with local officials.
- School staff are to review the applicable school health guidance and public health guidance documents and ensure adherence to all public health measures to mitigate the risk of additional COVID-19 spread.
- School staff are to ensure implementation and strict adherence to any recommendations from AHS Public Health.
- School administrators are to inform their local school board/school authority that their school has reached five or more cases of COVID-19 in their outbreak and that the outbreak will be publicly reported.
- The school administration is to advise AHS Public Health of any relevant/related issues or difficulties in following guidance recommendations.
- Schools should have flexibility for student and staff personal circumstances, such as flexible attendance and sick leave for students and staff who are symptomatic and in isolation or who may have been identified as close contacts of a confirmed case of COVID-19 and are in quarantine. School staff should be prepared to support continued learning for all students who are at home due to isolation and/or quarantine. The period of time that children/students and staff members must remain home and isolate is dependent on symptoms and COVID-19 test results. For more information, please see the [Alberta isolation requirements](#) and/or [Appendix E](#).
- School administrations may receive questions from parents, the public or media about the outbreak being publicly reported. School administrations can answer general questions from students, parents/guardians and staff. Public or media questions should be redirected to Alberta Health at this time.

What is Alberta Health Services' Role?

- AHS Public Health is notified of all additional positive laboratory test results for COVID-19 and is responsible for public health investigation and follow-up with the case(s) and their close contacts.
- AHS Public Health will communicate with the parent / guardian of any additional student cases, or with staff members who are confirmed as a case with a positive COVID-19 laboratory result for the purpose of contact tracing.
- AHS Public Health will monitor for ongoing activity of disease at the school.
- AHS Environmental Public Health may conduct a site assessment if warranted, at the discretion of the Zone Medical Officer of Health (MOH).

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

- The Zone MOH may make recommendations or provide orders to effectively control the outbreak. These recommendations will be based on the number of active COVID-19 cases in the school and the risk of ongoing transmission, as determined by the public health investigation.
- AHS can answer applicable questions from parents/guardians, the school or other partners involved in the outbreak. Public or media questions should be redirected to Alberta Health at this time.
- AHS may also support the development of key messages for the school outbreak in collaboration with Alberta Health communications.

What is Alberta Health's role?

- Alberta Health will monitor schools with an outbreak of COVID-19 for case counts equalling or greater than five, and will report the outbreak on the public website.
- Alberta Health will continue to share outbreak-related data and information with provincial and federal partners as needed.
- Alberta Health will continue to coordinate outbreak-related legislative actions with other Government of Alberta Ministries.
- Alberta Health will continue to provide expert medical, epidemiological and public health advice and/or assistance to partners as indicated, as well as conduct provincial surveillance activities in collaboration with partners.
- Alberta Health will lead and/or coordinate public communications about the outbreak at a provincial level.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Declaring an Outbreak Over

AHS Public Health will inform the school administration when the outbreak is declared over.

Who is involved?

- The school/school administration
- Alberta Health Services (AHS)
- Alberta Health

What tools and resources may be useful?

- [Guidance for School Re-Entry – Scenario 1](#) OR [Guidance for School Re-Entry – Scenario 2](#)
- [Screening Daily Checklist](#)

What are the school's roles and responsibilities?

- Follow recommendations from AHS Public Health, including when to resume regular instructional activities that may have been disrupted by the COVID-19 outbreak and returning to [standard practices](#)
- Send message to parents/guardians when advised by AHS that the outbreak is over, indicating the outbreak is over and to remind parents/guardians to continue to complete routine daily screening of students/children for signs or symptoms of illness (See [Appendix D](#) for template).
- Inform school authority that outbreak declared over
- Evaluate the effectiveness of your school's response:
 - Discuss and note best practices and lessons learned
 - Identify any issues in your response and effective solutions

What is Alberta Health Services' Role?

- AHS Public Health will work with the school administration to determine when the outbreak can be declared over. The standard time frame is 28 days with no new cases. The Zone Medical Officer of Health (MOH)/designate declares the outbreak over in the school.
- AHS Public Health will notify Alberta Health that the school COVID-19 outbreak is over, and close the outbreak investigation.

What is Alberta Health's role?

- Alberta Health receives a report that the COVID-19 outbreak is over.
- Alberta Health will update the public website to reflect when the outbreak is declared over/closed.

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Frequently Asked Questions (FAQs)

Q: Does everyone in the class need to be quarantined if there is one symptomatic child/staff/visitor/volunteer?

A: No, everyone in the class does not need to be quarantined. If a child/staff/visitor/volunteer has one of the core symptoms of fever, cough (new cough or worsening chronic cough), shortness of breath or difficulty breathing (new or worsening), runny nose or sore throat, they must stay home and isolate for 10 days. If they have any other symptoms of illness, they should stay home until their symptoms resolve. Any individual with symptoms of COVID-19 should be tested as soon as possible, which can be arranged through the [AHS online self-assessment tool](#). Contacts of someone who IS NOT a case of COVID-19 are not required to isolate or quarantine. Please see [Appendix E](#) for isolation and quarantine requirements.

Q. Do we need to send the whole class home if the teacher becomes a confirmed case of COVID-19?

A: If a teacher or staff member becomes a confirmed case of COVID-19, Alberta Health Services Public Health will work with the school community to identify close contacts and ensure that they follow the appropriate quarantine restrictions. The specific details of the case will determine who is considered to be a close contact.

Q: How many confirmed cases in a single school will result in closure of the school?

A: Any one confirmed case will result in an investigation by Alberta Health Services Public Health. It is likely with a single case that exposure is limited to a single class or group. Closures of specific classes, cohorts or schools may occur dependent on the outcome of an investigation. Public health measures for outbreak management are at the discretion of the Zone Medical Officer of Health (MOH); decisions on the need for alternate instructional delivery plans or school closures will be made by Government in conjunction with local officials.

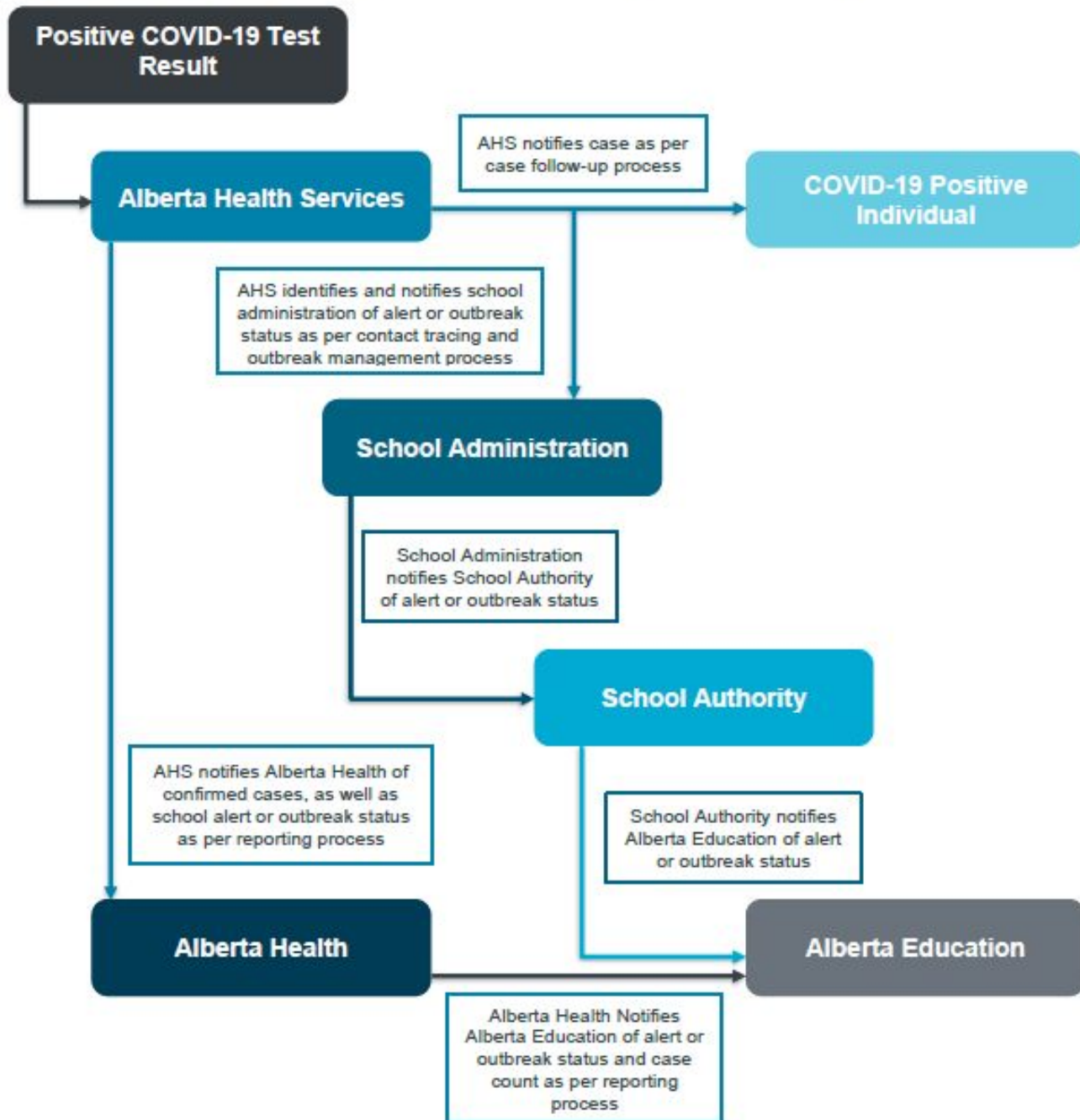
Q: What does the school administration do if a staff member or parent/guardian of a student/child calls the school to say they/the student or child are COVID-19 positive and the school has not been previously notified by AHS?

A: Alberta Health Services (AHS) receives all of the case notifications directly from the lab. If there is a confirmed case in a school, **the school will be contacted by AHS**. It is not necessary to contact AHS to confirm. The appropriate individuals and schools will be notified. Parents and staff with general inquiries can be directed to call Health Link at 811 or can visit the Alberta Health website: <https://www.albertahealthservices.ca/info/Page6410.aspx>

COVID-19 IN SCHOOL (K-12) SETTINGS

A resource guide for schools before, during, and after a COVID-19 outbreak

Appendix A: COVID-19 school outbreak notification process flow diagram



Appendix 2

COVID-19 INFORMATION

GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1

Appendix D: Management of individuals who are tested for COVID-19

Symptoms	COVID-19 Test Result:	Management of Individual:	Management of Individual's Close Contacts*:
Symptomatic	Positive	Isolate for a minimum 10 days or until symptoms resolve, whichever is longer.	Quarantine for 14 days from last exposure.
	Negative	Stay home until symptoms resolve. Except if identified as a close contact of a confirmed case: <ul style="list-style-type: none"> • Quarantine for 14 days since the last exposure (even with a negative result). 	N/A
	Not tested	If symptoms include fever, cough, shortness of breath, sore throat or runny nose: Isolate for a minimum for 10 days or until symptoms resolve, whichever is longer. Except if identified as a close contact of a confirmed case: <ul style="list-style-type: none"> • Quarantine for 14 days since the last exposure. 	N/A Except: if symptomatic individual identified as a close contact of a confirmed case <ul style="list-style-type: none"> • Close contacts of this individual should quarantine for 14 days from last exposure to this individual.
		If other symptoms, stay home until symptoms resolve. Except: if identified as a close contact of a confirmed case <ul style="list-style-type: none"> • Quarantine for 14 days since the last exposure. 	N/A
Asymptomatic	Positive	Isolate for a minimum of 10 days from the collection date of the swab.	Quarantine for 14 days from last exposure.
	Negative	No isolation required. Except if identified as a close contact of a confirmed case: <ul style="list-style-type: none"> • Quarantine for 14 days since the last exposure (even with a negative result). 	N/A

*Close Contacts:

- Provide direct care for an individual with COVID-19 or who had similar close physical contact OR
- Had close prolonged contact OR
- Had direct contact with infectious body fluids of an individual with COVID-19 (i.e., was coughed or sneezed on).