



Re-Entry Plan Handbook

TABLE OF CONTENTS

(Contains bookmarks for each section and sub section)

Section 1 BOARD OF GOVERNORS	4
Vision	4
Mission	4
Forward	4
Purpose	5
Circle of Elders	5
Leadership Summit	5
Parent Advisory Circle	5
Disclaimer	5
Section 2 SUPERINTENDENT’S OFFICE	6
Re-Entry Principles	6
Commitment to Health and Safety	6
Re-Entry Plan	7
Scenarios	7
Our Partners	8
Use Of School For Emergency Purposes	8
Policies and Administrative Procedures and Regulations	8
Communication Plan	8
Cultural Practices and Ceremonies	9
Parents and Families	9
Education Service Agreements	9
Section 3 PEOPLE SERVICES MESC EMPLOYEES	10
Principles	10
Employee Health and Safety	10
COVID-19 Related Leave	11
Car Pooling	12
Travel	12
Isolation	12
Workplace Accommodations	13
Right to Refuse Work	13
Mental Health and Wellness Plan	14
Professional Development	14
Recruitment and Hiring	14
Approved Non MESC Employees entering MESC Buildings	15

Section 4 BUSINESS SERVICES - MESC	16
Principles	16
Nanâtohk Mîciwin (Universal School Food Strategy)	16
Section 5 CORPORATE SERVICES	17
Organization of Workspace (All Facilities)	17
Cleanliness, Hygiene and PPE's (Facilities)	18
Staff Safety Training Prior to Re-Entry	18
Transportation	19
Section 6 - LEARNING AND STUDENT SERVICES	20
MESC School Guidelines	20
School Calendar, Schedule and Timetable	20
Important Dates	20
Continuation of learning	21
Curriculum and Programming	22
Assessment	22
School Responsibilities	22
Scheduling and Programming	22
Student Personal Hygiene and Safety	23
For Parents and Students	24
Physical Space, Equipment and Supplies	25
Section 7- APPENDICES	26
7.1 MESC Scenario 1 Highlights	26
7.2 MESC Scenario 3 Highlights	26
7.3 Workplace Hygiene Best Practices	28
7.4 Right to Refuse Work: COVID-19	28
7.5 COVID-19 Declaration Form	30
7.6 COVID-19 Workplace Accommodation Request Form	31
7.7 Mental Health and Wellness Supports for Students and Staff	33
7.8 Transportation Guidance for scenario 2 Re-Entry	34
7.9 Designated School Infirmary Safety Procedures	35
7.10 Information Links	36
7.11 Daily self screening checklist	37

[← Table of Contents](#)

MESC 2020-21 Re-Entry Plan

Section 1 BOARD OF GOVERNORS

MESC Vision

Competent, confident and resilient Maskwacîs Cree speaking students.

MESC Mission

To govern an outstanding Maskwacîs education system that ensures students attend respectful and inspiring schools.

Forward

The Board of Governors of Maskwacîs Education Schools Commission (MESC) is committed to ensuring that our Head Start Programs and Kindergarten to Grade 12 schools are safe and healthy learning and working environments for Otatoskewak (Staff), Kiskinwahamawâkanak (Students), and Ohpikinahasowak (Parents).

The MESC 2020-2021 EDUCATION RE-ENTRY PLAN is founded on the MESC foundational values of Îyiniw Mâmitonehickan, Nehiyaw Pimâtisiwin, Nehiyawewin, and Wâhkôhtowin as defined in the Maskwacîs Education Law and is guided by MESC Board policies EL-1: Treatment of Students and Parent, EL-2: Treatment of Staff and BMD-3: Delegation to the Superintendent .

I would also like to extend our gratitude to the MESC administration and all staff for their well planned and focused response to this crisis. The ongoing commitment, dedication and efforts by our teachers to meet the needs of our students is commendable. Everyone stay safe, Maskwacîs will get through this together. Ay-hay, ekosi pitama,

Dr. Shauna Bruno Maskwacîs Education Schools Commission Board Chair

This plan balances the needs for Maskwacîs direction and standardized approaches at a system level while also providing flexibility and respecting MESC autonomy at the school level.

[← Table of Contents](#)

Purpose of the MESC Re-Entry Plan Handbook

The purpose of this handbook is to outline control measures to minimize the potential for transmission of COVID-19. Further, to ensure a shared understanding and commitment to providing staff and students a safe and healthy learning and working environment. This Handbook is for the sole use of MESC employees to guide the re-entry process in the 2020-2021 school year. The Handbook and relevant forms will be made available for all staff through Public School Works.

Circle of Elders

MESC is committed to seeking guidance from the Circle of Elders throughout the re-entry process.

Leadership Summit

MESC is committed to engaging, informing and collaborating with the Chiefs and Councils of each Nation throughout the re-entry process.

Parent Advisory Circle

As partners in education, MESC is committed to engaging parents in the re-entry process.

Disclaimer

The Handbook is subject to change as the COVID-19 pandemic evolves and/or as new regulations or guidelines from [Alberta Health Services](#), [Maskwacis Health Services](#), [AB FNIHB OneHealth](#), are instituted. The measures identified in the Handbook are aimed at minimizing or eliminating the potential for transmission of COVID-19.

This handbook was prepared as a guideline for the exclusive use of MESC with specific regard to the particular needs, policies, and intended uses of sites within MESC. This handbook is not a legal document, it does include a waiver and informed consent tool that MESC employees will use to make informed choices about their own health and safety. MESC does not accept any liability or responsibility for any occurrence arising out of the use of the manual by staff or any other person, organization or agency and is not intended for any other purpose but to provide information and guidelines to the employees, students, volunteers and parents of MESC.

Section 2 SUPERINTENDENT'S OFFICE

MESC Re- Entry Plan Principles:

- Student's return to school in the fall of 2020-21 will be voluntary and based on parent choice. For clarification "parent" as used in this document is intended to encompass the people in the child's life that are the caregivers of the child. For parents who choose not to send their child back to school, MESC will prepare learning packages and offer online support. This requirement will be in place for as long as public health circumstances require adapted delivery of education;
- Students must be registered in a MESC school by September 15th, 2020;
- MESC will continue to model foundational values and norms to ensure we are flexible, patient and compassionate with staff and students;
- The continuation of student learning is essential to realizing MESC's Vision and Mission;
- Planning, implementing, managing, collaborating, and demonstrating a continuous learning mindset ensures we are prepared for and adapting to any scenario (rolling closures);
- Engagement, collaboration and communication with all partners creates trust, a shared understanding, and commitment to Wahkohtowin.

Commitment to Health and Safety

- Pursuant to the policies of the MESC Board of Governors and Administrative Procedures, MESC believes that health and safety of students and staff is paramount;
- MESC will ensure business continuity, regardless of location;
- The responsibility to provide a safe and healthy environment conducive to working and learning extends to all levels in MESC;
- All employees and contractors must be involved in implementing and maintaining a safe work environment and must take reasonable care to protect themselves and others in the workplace;
- All employees are expected to cooperate with the employer to create a safe learning and working environment;
- MESC will arrange with [Maskwacis Health Services](#) to have MESC staff tested in August prior to staff and students returning for the new school year and is committed to working with Maskwacis Health Services to regularly screen students and staff staff throughout the school year;
- MESC is committed to strict cleaning and disinfecting protocols and practices;

- MESC is committed to reinforcing a stay at home policy for staff and students who exhibit symptoms of COVID-19;
- MESC is committed to respiratory etiquette, physical distancing and hand washing protocols and practices.

MESC recognizes that students are in unique circumstances that can present a challenging learning environment. Teachers and principals are committed to taking individual circumstances into consideration and responding in an appropriate manner that best serves the student. Take care and keep safe. Ay-hay, ekosi pitama,

Brian Wildcat MESC Superintendent

Re-Entry Plan

Based on Wahkohtowin, the Handbook provides guidance on a range of operational issues to create a unified approach to the re-entry process that will be instituted across MESC sites.

The MESC Re-Entry plan for its schools considers three scenarios that could exist when the 2020-21 school year begins in September as outlined in the Alberta school relaunch strategy and guidelines.

Scenarios:

[1\) In-school classes resume \(near normal with health measures\) - full classes](#)

[2\) In-school classes partially resume \(with additional health measures\) - Cohorts](#)

[3\) At-home learning continues \(in-school classes are suspended/cancelled\) - in school classes cancelled](#)

It is imperative that MESC plan and prepare for all of these three non-mutually exclusive scenarios as the COVID-19 pandemic may change at any time and MESC may be required to transition from one scenario to another with short notice. However, **this handbook will focus on scenario 2 as it requires the most action items to be implemented prior to the new school year.** ([See Appendix 7.1 for Scenarios 1 and 7.2 for 3](#)).

MESC will continue to engage with our education partners as part of this important process. In order to coordinate MESC's response and safety measures, a combination of measures will be used to minimize the potential of exposure at school and building sites to the pathogen known as COVID -19.

[← Table of Contents](#)

Our Partners

MESC will continue to engage and work with Maskwacis Health Services, Alberta Health Services, Alberta Education, First Nations and Inuit Health Branch and Indigenous Services Canada to ensure operations align with recommended practices. MESC will continue to support the directions of the Maskwacis Chiefs and Councils and each Nation's Director of Emergency Management and their Committee. The following updates will be adhered to:

- [Ermineskin Cree Nation](#)
- [Montana First Nation](#)
- [Samson Cree Nation Acimoiwin](#)
- [Louis Bull Facebook page](#)
- [Maskwacis health links](#)
- [Coronavirus | Maskwacis Health](#)

MESC Use Of School For Emergency Purposes

In the event that Maskwacis wished to appropriate any MESC building there are procedures that must be followed;

- Request must come from Maskwacis Emergency Command Centre
- Request must give ten (10) days notice to MESC
- Requests must go to the MESC Superintendent's Office or to MESC Corporate Servicers.

MESC Policies and Administrative Procedures and Regulations

MESC is committed to ensuring the Policies and Administrative Procedures and Regulations are reviewed and updated as required, to ensure the health and safety of staff and students are prioritized and MESC's Vision and Mission are met. All existing policies, administrative procedures and regulations will be in effect. In case of a discrepancy with existing procedures and regulations the handbook will take precedence.

Communication Plan

MESC is committed to communicating and seeking meaningful feedback throughout the year from staff, students, parents and Maskwacisak by:

- Providing regular communication to employees regarding operations, health and safety; ([Workplace Hygiene Best Practices](#))
- Engaging Maskwacisak regarding the health and safety and re-entry process for schools and buildings in the 2020-2021 school year;

- Utilizing the MESC website and Facebook and other communication tools to ensure accurate and timely updates regarding operations that impact teaching and learning;
- Ensuring that regulatory guidelines are updated.

Cultural Practices and Ceremonies

The [Maskwacis Cree Declaration on Education](#) emphasizes that cultural practices and ceremonies embody the values of Îyînîw Mâmitonehikan, Nehiyaw Pimâtisiwin, Nehiyawewin, and Wâhkôhtowin as defined in the Maskwacis Education Law.

In the event of Scenario 2, the following will apply. MESC will limit any gatherings on its sites and prohibit schools and/or classes from attending any gatherings off site. This will include but not be limited to:

- Feasts;
- Pipe ceremonies;
- Sweat Lodges;
- School round dances; and
- Pow-wows.

MESC may incorporate modified cultural practices and ceremonies within cohorts that follow strict safety guidelines under advice from the Circle of Elders and MHS.

Parents

To ensure the health and safety of students, families and staff, MESC will:

- Draft and reinforce a strict stay at home policy for students exhibiting cold and flu like symptoms or symptoms of COVID-19;
- Provide a [self screening checklist](#) for students that parents to follow and practice every morning;
- Draft procedures for transportation to and from the school, including an emergency transportation consideration;
- Provide information on how to use the new online school registration form;
- Inform parents of COVID-19 testing [criteria](#) and practices; and
- Drafting COVID-19 communications tools for each school community.

Education Service Agreements (ESAs)

MESC is committed to ensuring ESAs are reviewed and addressed as required and will stay in close communication with our provincial school partners.

Section 3: PEOPLE SERVICES MESC EMPLOYEES

Principles: The health and safety of staff and students are paramount. As such, MESC will continue to adhere to

- MESC Health and Safety Manual (found in Public School Works)
- [Alberta Employment Standards\(COVID-19 Leave\) Regulation](#)
- [Alberta Health \(AHS\) COVID-19 orders and legislation.](#)
- [COVID-19 and Human Rights](#)

Employee Health and Safety Responsibilities

MESC values the commitment and health and safety of its employees, and will ensure that all staff are aware of the measures that have been instituted to reduce exposure to COVID-19 and their responsibilities within this response. It is the employee's responsibility to stay informed and comply with MESC's directions regarding reporting to work and workplace health procedures in the context of the COVID-19. Failure to do so may result in disciplinary action up to and including termination of employment.

- All MESC employees must be tested prior to students returning to classes. All employees will be tested between August 10 to 15. Positive test results must be reported to the employee's immediate supervisor. Failure to get tested will result in the employee being placed on leave without pay until testing takes place;
- Prior to starting the new school year, all employees must sign the COVID-19 Declaration Form ([See Appendix 7.5](#)) stating that they exhibit no COVID-19 symptoms, have not been in known contact with someone with COVID-19 or have returned from international travel within the last 14 days;
- All employees must use the Alberta Health [self-screen](#) for symptoms each day
- All employees must comply with the [Workplace Hygiene Best Practices](#)
- Supervisors will communicate to staff that they must stay home if they exhibit any symptoms of COVID-19;
- Supervisors will have a procedure to address staff that become symptomatic during the work day. This plan will allow staff members to isolate/leave the work site immediately and remain at home for the time recommended by the Chief Medical Officer of Health and AHS.

[← Table of Contents](#)

COVID-19 Related Leave

COVID-19 related leave is a temporary addition to employee contractual entitlements. This leave applies to employees experiencing COVID-19 related illness. COVID-19 related leaves will:

- Be entered, by employees, in Atrieve;
- Be submitted to supervisors for approval;
- Be a paid leave in addition to current leave entitlements.

COVID -19 illness pertains to employees who:

- Have been diagnosed with COVID-19;
- Are in close contact of a person who tested positive for COVID-19 (provides care, lives with or has close physical contact, or comes into direct contact with infectious body fluids);
- Are experiencing COVID-19 symptoms:
 - Fever
 - Cough (new cough or worsening chronic cough)
 - Shortness of breath or difficulty breathing (new or worsening)
 - Runny nose
 - Sore throat

Employees experiencing the listed symptoms are required to:

- Stay home and [isolate](#);
- Take the [AHS Online self-assessment](#);
- Get a COVID-19 test if the self-assessment indicates a COVID-19 test is required and
- Report the results to their supervisor.

Employees who experience symptoms while at work must:

- Notify their supervisor as soon as they develop one of the COVID symptoms.
- Immediately put on a mask and gloves;
- Isolate and then leave their worksite as soon as their supervisor has made arrangements for the employee to be relieved of duty;
- Take the [AHS Online self-assessment](#);
- Get a COVID-19 test if the self-assessment indicates a COVID-19 test is required;
- Report the results to their supervisor.

Failure to do the self-assessment will result in related absences being recorded as leave without pay. The abuse of MESC COVID-19 entitlements constitutes just cause for disciplinary action up to and including termination from employment.

Carpooling

Employees will:

- If possible, avoid carpooling with people from outside their household.
- If carpooling is necessary, take steps to keep all occupants safe, such as: limiting the number of people in the vehicle where possible; ensuring all occupants wear masks and wash their hands before entering the vehicle; and clean and disinfect commonly touched surfaces such as door handles, seatbelt buckles and armrests after each trip. [Government of Alberta COVID-19 FAQs Carpooling](#)

Travel

All employees:

- Will follow the [Government of Canada](#) advisory;
- Will avoid all discretionary travel outside of Canada until further notice; [Discretionary travel](#) includes attending anything for tourism, recreation, and entertainment purposes. Non-discretionary travel means travelling for reasons that are essential or non-optional;
- Who take a discretionary trip, outside of Canada, will legally be subject to a 14 day [isolation period](#). If that isolation period interferes with regular job duties then that time must be taken as vacation days or leave without pay;
- Who must travel outside of Canada for non-discretionary reasons will be reviewed on an individual basis.

Isolation

Employees:

- May be required to [isolate](#) in accordance with Alberta Health [CMOH order 05-2020](#);
- Who are in mandatory isolation:
 - Must stay home;
 - Must avoid close contact with people in their household;
 - May get fresh air on their private property that is not accessible by others;
 - May not leave their property to go for a walk, attend work, go shopping, attend social events or any public gatherings;

- Can leave their home if they or a minor child need COVID-19 testing or urgent medical care;
- May be subject to a \$1000 fine, by AHS, if found to be in violation of CMOH order 05-2020.

Workplace Accommodation

Due to COVID-19 MESC may change aspects of the employee's physical workspace, the schedule or number of hours, the specific tasks the employee is required to complete, or other terms or conditions, in order to keep the employee in productive employment.

Employees:

- Who are required to stay home due to illness, COVID-19 related caregiving responsibilities or meet the criteria of [high risk](#) and require workplace accommodations, must inform and discuss this with their supervisor.
- Are required to work with their supervisor to explore alternative working arrangements to allow them to continue to work productively, such as working from home or completing duties that do not require contact with people.
- Requesting work related accommodation(s) must fill out the [COVID-19 Workplace Accommodation Request Form](#) in collaboration with their direct supervisor.

Supervisors:

- Must explore all options to accommodate the employee and then submit the form to the Director of Health and Wellness, Marion Wells;
- Will make a reasonable effort, to the point of undue hardship, to accommodate employee requests;
- Will ensure employees who are exhibiting symptoms but are well enough to work will continue to do so from home and where appropriate conduct instruction through online platforms;
- Will reassign school staff to classrooms, as needed, to be used as supply.

Right to Refuse Work

In accordance with occupational health and safety regulations, supervisors must be prepared to address work refusal issues. ([See appendix 7.4](#))

[← Table of Contents](#)

Mental Health and Wellness Plan

To support staff, People Services, in collaboration with Learning and Student Services, will:

- Provide information and support for staff in the area of mental health and wellness;
- Determine alternate supports for increased need of mental wellness supports for staff and students; and
- Survey employees to assess their mental wellness needs.

Professional Development

MESC believes that comprehensive professional development focuses on enhancing professional practice and building leadership capacity at MESC and at the school level.

Professional development is required as Îyiniw Mâmitonehikan is foundational for the Education of Maskwacisak, in accordance with the Maskwacis Declaration on Education and the Maskwacis Education Law. ([MESC AP-410](#))

MESC will:

- Cancel all travel for third party professional development (PD) until further notice. This includes both travel to an external PD event and having a facilitator delivering a PD within MESC;
- Limit external professional development to those PD's delivered online.
- Review all internal PD requests for approval; and
- Encourage PD through the use of Public School Works.

Recruitment and Hiring

Recruitment and onboarding practices are limited to critical roles as recommended by the Associate Superintendent of People Services and as determined by the Superintendent. Requests for new positions are frozen until further notice. These processes continue considering standardized and additional health measures

- Vacant teacher and school counselor positions will be filled immediately.
- Vacant support staff positions will be filled after August 1, 2020.

[← Table of Contents](#)

Procedure for Approved Non MESC Employees entering MESC Buildings

The following procedure must be followed to accommodate non MESC employees visiting MESC buildings or MESC sites. It is essential that MESC employees at each building or site follow this procedure to ensure the safety of all.

MESC buildings or sites without a receptionist.

Procedure for allowing any approved non MESC employee (Visitor) to enter a MESC building or worksite. All MESC employees must:

- Have arranged an appointment time and date with the visitor(s);
- Inform the visitor(s) that both parties will have to wear a mask and gloves;
- Meet the visitor(s) at the building or site at the arranged time and date;
- Have the approved visitor(s) complete the [Approved Non MESC Employee Questionnaire](#). (through this link/document) The completed forms must be kept on-file and available for potential reference and/or contact tracing;
- Conduct the appointment in a safe manner following COVID-19 guidelines.

MESC buildings or sites with a receptionist.

Procedure for allowing any non MESC employee (Visitor) to enter a MESC building or worksite. Each site must post signage that all visitors must have an appointment, must report to the receptionist upon arrival, and that all safety procedures must be followed.

All NON MESC employees must:

- Report to the receptionist;
- Wear a mask or gloves (Available from receptionist if needed);
- Complete the [Approved Non MESC Employee Questionnaire](#). (available at the site);
- Give the completed form to the receptionist. The completed forms must be kept on-site and available for potential reference and/or contact tracing;
- The receptionist will contact the appropriate MESC employee to confirm the appointment.

[← Table of Contents](#)

Section 4 BUSINESS SERVICES - MESC

Principles:

MESC will ensure business continuity, regardless of location:

- Finance: will continue as normal
- Contracts: procedures will continue as normal
- Payroll: process and procedures will continue as normal

Nanâtohk Mîciwin (Universal School Food Strategy)

Nanâtohk Mîciwin (Universal School Food Strategy – USFS) provides healthy meals, snacks and beverages for all 11 MESC schools. Along with providing comprehensive food education, Nanâtohk Mîciwin includes students in growing and preparing meals.

- Students will be provided with prepackaged breakfast and lunch meals in their classrooms. Snack will be included in the package
- Students will eat their meals at their assigned seat.
- Students will be required to wash their hands before and after eating.
- No activities will be conducted that involve the sharing of food between students or staff.
- Foods curriculum will be delivered in class focusing on theory and food safety training and will not involve actual food preparation by students.
- Food classes and kitchen areas are open to approved personnel only.
- School staff are prohibited from sending students to the kitchen for any reason.
- The only students or employees in the kitchen will be the ones under the Nanâtohk Mîciwin supervision
- School concessions and vending machines will not operate for the 2020-21 school year.
- Parents providing lunch for their student must be sent with the student in the morning. No outside food will be delivered or dropped off at the school.

[← Table of Contents](#)

Section 5 CORPORATE SERVICES

Organization of Workspace (All Facilities)

MESC will:

- Follow the [Alberta General Building Safety Guidance p.3](#);
- Undertake a thorough cleaning of school facilities prior to re-entry;
- Check all HVAC systems to ensure good ventilation;
- Provide cleaning products so employees can keep their workspaces clean and disinfected. More information on cleaning and disinfection can be accessed [here](#);
- Place hand sanitizers containing at least 60% alcohol content by:
 - entrances, exits, classroom entrances;
 - high-touch equipment such as microwave ovens, photocopiers and vending machines;
 - high traffic areas such as water fountains, washrooms;
 - shared equipment;
 - auxiliary spaces and common rooms; and
 - any others areas that may apply.
- Remove area rugs and soft furnishings that cannot be easily cleaned and disinfected.;
- Increase frequency of cleaning of permanent carpets
- Cleaning of infirmary once it has been used
- Install sneeze shield at all locations where members of the public is received;
- Train staff on the use of shared equipment (i.e. photocopy machines);
- Limit the use of common areas (i.e couches, waiting areas, lunch areas);
- Install signage to show physical distancing measures;
- Reduce the number of seats in the waiting area with chair spaces (two meters) apart;
- Provide directional floor markings;
- Limit number of users for restroom use and provide markings for physical distancing;
- Insist that only approved non-school staff may enter the school;
- Allow only approved visitors (emergency situations) onto MESC sites;
- Cancel gathering larger than 50 people indoors (subject to AHS Guidelines);
- Provide additional Alberta Health Services resources:
 - AHS Infections Prevention & Control [posters](#);
 - Hand Washing Posters (AHS); [Poster](#); [Poster 2](#);
 - How to Hand Wash (AHS) [poster](#); and
 - How to use an alcohol-based hand rub/sanitizer (AHS) [poster](#).

Cleanliness, Hygiene and PPE (All Facilities)

MESC will:

- Communicate the importance of avoiding handshaking or other physical forms of contact between staff members, and encourage physical distancing between staff and students, when possible;
- Provide hand sanitizers;
- Provide hygiene guidelines and processes;
- Ensure that all MESC buildings are cleaned once per day;
- Ensure high traffic areas are cleaned according to a schedule following a checklist multiple times a day;
- Guarantee more custodians will be deployed if needed;
- Ensure personal protective equipment ([PPE](#)) is available at each site for;
 - Employees travelling between MESC sites.
 - Speech and Language Therapists and School Counsellors
 - Approved visitors
 - Students and staff displaying COVID-19 symptoms
- Provide training on PPE's through Public School Works and Maskwacis Health.
- Follow guidelines (pending) between ISC-FNIHB and [Alberta Health Services the use of PPE](#) with young children and students;
- Provide non-touch thermometers at each site to check for fever in case an employee or student exhibits signs of illness; and
- Provide training and guidelines for use of thermometers.

Staff Safety Training Prior to Re-Entry

MESC Will:

- Utilize Public School WORKS courses to train employees on the MESC Re-Entry handbook and any safety requirements;
- Educate employees on physical distancing, proper hygiene, and correct PPE usage;
- Provide PPE (i.e. masks, gloves, hand sanitizer with a minimum 60% alcohol, masks and face shields when necessary) and training on how to use the PPE properly;
- Provide information and supports for staff in the area of mental health.

[← Table of Contents](#)

Transportation

Students across Maskwacis and some off reserve travel to and from MESC schools through a combination of walking, being driven by their parents, child services and school bus services. Travel/transportation of students must follow the public health measures in place. Detailed planning is underway and more information will follow.

MESC Will:

- Encourage private (e.g. parent) vehicle use where possible to decrease transportation density. Parents or members of the household, may be asked to provide transportation for their children if possible to reduce the number of students on the bus.
- Inform parents and children/students that they are prohibited from being in the pick-up area or to enter the bus if they have symptoms of COVID-19.
- Work with Maskwacis Transport to ensure a safe environment for students who travel on busses to school.[MESC Transportation Guidelines.](#)
- Follow the Alberta Bus Relaunch Guidelines for MESC owned busses.

[← Table of Contents](#)

Section 6 - LEARNING AND STUDENT SERVICES

MESC School Guidelines

School Calendar, Schedule and Timetable

MESC will:

- Follow updated 2020-2021 school calendar year with new hours for MESC school programming;
- Designate staff hours from Monday to Friday from 8:15 a.m. to 4:00 p.m.;
- Designate Mondays for education staff to prepare online learning platforms, prepare learning packages for students and contact students working from home;
- Organize students into two cohort groups (referred to as student cohorts 1 and 2);
- Schedule student cohorts 1 and 2 to attend in-school classes on an alternate week schedule;
- Designate Tuesday to Friday as in-class days for student cohorts (K5-12) from 9:00 a.m.- 3:00 p.m.;
- Ensure students remain with their classroom cohort as much as possible;
- Make every effort to schedule all children in the same family on the same cohort days;
- Ensure enrollment in each class is set at maximum of 15 people or a total number that allows for physical distancing requirements;
- Ensure safety procedures are in place for all scheduled classes;
- Ensure school timetables adhere to the MESC designated bell schedules with required instructional hours for curriculum and programming;
- Introduce a staggered starting schedule for Head Start and K4 students;
- Develop a contingency plan for the emergency use of school buildings in the event a second wave of COVID-19 or scenario 3;
- Ensure resource materials are prepared in order to reinstate at-home learning;
- Adhere to and communicate to parents the drop-off time from 8:40 a.m. to 9:00 a.m.; and
- Adhere to and communicate to parents the pick-up time from 3:00 p.m. to 3:20 p.m.

[← Table of Contents](#)

Important Dates:

- August 10-19 COVID-19 testing for all MESC staff
- August 21 School Admin and Admin assistants return
- August 24 All school staff return
- Aug 25-Sept 4 Staff Professional Development
- September 8 K5-12 classes begin. STUDENT COHORT 1
- September 15 K5-12 classes begin. STUDENT COHORT 2
- September 22 K4-Head Start classes begin. STUDENT COHORT 1
- September 29 K4- Head Start classes begin. STUDENT COHORT 2

Continuation of Learning

Curriculum and Programming:

MESC will:

- Ensure the continuation of learning for students (in school classes, online platforms and/or learning packages - print materials);
 - K4-Grade 6 Curriculum outcome focus: Cree Language, Literacy, and Numeracy/Math;
 - Grades 7-9 Curriculum outcome focus: Cree Language, Literacy, Numeracy/Math, Science, and Social Studies;
 - Grades 10-12 Curriculum focus: Cree Language and all courses required for high school completion; and
 - Incorporate health and physical education curriculum outcomes (with a focus on mental wellness and physical activities) for all grades.
 - Additional courses can be offered if timetables allow it on a school-by-school basis.
- To adhere to social distancing requirements, move classes to temporary spaces and/or host classes outdoors, as appropriate.

Assessment:

MESC is committed to a balanced education and will:

- Include a strong foundation of MESC 4 Core values;
- Follow the provincial recommendations for SLA, PAT and Diploma exams;
- Implement diploma and PATs for Grades 6 and 9 exams if in-school classes are available; and
- Determine student participation in PATs by November 30, 2020.

[← Table of Contents](#)

School Responsibilities

Scheduling and Programming:

Required:

- Divide students into two or more groups and attend in-school classes on an alternate schedule - groups will not be in classes at school at the same time. Every effort will be made to schedule all children in the same family attend classes on the same day(s).
- Ensure students remain with their classroom cohort, as much as possible and adopt timetabling that would allow, to the greatest extent practical, for students to remain in contact with only their classmates and a single teacher for as much of the school day as possible.
- Learning packages will be developed for students not in class according to the staggered schedule.
- Develop a timetable and ensure that schools have adhered to MESC designated bell schedules that take into account these guidelines (curriculum and program above) as well as instructional hours.
- Develop a contingency plan for school building use by the Nations Operation Command Centres in case a second wave of COVID-19 hits. Be prepared to reinstate at-home learning if required.

Recommended guidelines:

- Keep libraries open with safety procedures in place.
- Ensure teachers provide students with regular embedded physical activity and outdoor time and encourage them to be prepared for any weather conditions. Individual students requiring additional movement breaks can do so with staff support.
- Move classes to temporary spaces or outdoors, as appropriate
- Use technology (e.g. Google Classroom, YouTube, Hawk Radio) to engage students in Cree Language and Learning

Student Personal Hygiene and Safety:

Required:

- Continual reminders of the importance of respiratory etiquette (e.g. cover coughs and sneezes, avoid touching the face and disposal of used tissues promptly, followed by hand hygiene).
- Encourage students to practice physical distancing, as appropriate.
- Require students and staff to perform hand hygiene (washing hand or use hand sanitizer) when entering and exiting the school as well as before entering the classroom.

- Ensure teachers are regularly providing lessons on hand washing, physical distancing and school routine throughout the school year.

Recommended guidelines:

- Consider providing students with refillable water bottles and develop appropriate safety procedures and schedules for filling water bottles.
- Develop and enforce a no sharing policy and monitor compliance, all students should have their own supplies.

For Parents and Students:

Required:

- Inform parents of designated pick-up and drop-off locations. Students are to be dropped off **only** within the designated drop-off locations. Insist that parents use the doorbell at each school when a late drop off or early pick-up occurs.
- Ensure parents are aware of strict stay-at-home policy for any students or staff exhibiting symptoms of COVID-19 (even if symptoms resemble a mild cold).
 - Students showing symptoms while at school must stay home for the required amount of time prior to returning to school. Follow recommended procedures from MHS.
- Daily screening for all students using the AHS [self screening tool](#).
 - While the first option is always to keep students home when they are sick, MESC understands that students may become sick at school.
 - Students exhibiting symptoms of illness will be removed from the classroom and taken to the designated school infirmary.
 - School will follow a designated school infirmary safety and cleaning procedures ([appendix 7.09](#))
 - Parents will be notified and required to pick up their child.
 - Parents must have their child assessed. AHS [self-Assessment Test](#)
- Redesign parent/teacher nights with a safety first approach

[← Table of Contents](#)

Physical Space, Equipment and Supplies:

Required:

- Schools will designate drop-off and pick-up locations for parents and designate staff to monitor traffic.
- Designate drop-off (8:40am - 9:00am) and pick-up (3:00 pm-3:20 pm) times.
- Determine strategic placement and install directional markings (e.g., arrows on floors, washrooms, doors, etc.)
- Develop classroom layout to support physical distancing and provide students in class with assigned seating.
- Develop a procedure for breaks, recess, and playgrounds, as appropriate (cohorts, physical distancing rules).
- Limit the use of common areas (i.e couches, waiting areas, lunch areas). Move/coordinate furniture (where to store extra furniture) use of auxiliary places, and the configuration of furniture and equipment to ensure that physical distancing is in place.
- Develop a procedure for distribution of textbooks, school supplies and chromebooks for students.
- Designate a location at each site to be used as an infirmary.

Recommended guidelines:

- Make use of separate doors for school entry and exit.
- Discourage and limit the use of shared equipment (i.e. photocopy machines).
 - perform hand hygiene before and after touching input pad, preferably do photocopying from personal computer instead of at machine
 - minimize the number of people immediately around the machine (may need to establish a schedule, or assign someone to do photocopying to reduce numbers of people using the machine
 - ensure touch points are wiped down at a minimum at start of day, end of day:
- Where sharing of school equipment is required, ensure equipment will be cleaned between uses.
- Limit the number of students using the washroom, respecting physical distancing requirements

Section 7- APPENDICES

7.1 GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 1 In-school classes resume (near normal with health measures). In this scenario MESC will follow guidelines established in the [2020-21 Alberta School Re-Entry Plan Scenario 1](#)

Highlights for COVID-19 Risk Mitigation Scenario 1 include:

- General Building Safety - Increase daily cleaning
- Screening protocols for staff, parents, students and visitors prior to entering school
- Cohorting - keeping groups of students together
- Physical Distancing - 2 metre spacing
- In-person learning at school can take place
- Expectations for visitors and other service providers entering the school- self screen Risk mitigation for high traffic areas in school facilities
- Expectations for shared use equipment
- Use of Auxiliary Spaces to enhance physical distancing
- Restrictions on Food Services
- Responding to Illness protocols in place
- Student Transportation-expectations for drop-off/pick-up and entry areas at schools
- Work Experience and other Learning Experiences can continue with accommodations

7.2 Scenario 3: at-home learning continues (in-school classes are suspended/cancelled) [2020-21 Alberta School Re-Entry Plan Scenario 3 p.11](#)

Highlights for COVID-19 Risk Mitigation Scenario 3 include:

- All school authorities offer at-home learning opportunities to their children and students.
- Following are the expectations for the education system when operating within scenario 3 for the 2020-21 school year on the number of instructional hours. These instructional hours are minimums and local school authorities have the flexibility to increase hours beyond these minimums.
- Content to be delivered for all grades:

ECS – Grade 3

- focus on language and mathematics learning outcomes that strengthen the development of literacy and numeracy
- incorporate health curriculum outcomes (with a focus on mental health)
- average of five hours of work per child or student per week

Grades 4-6

- focus on language and mathematics learning outcomes that strengthen the development of literacy and numeracy
- incorporate science, social studies and wellness (with a focus on mental health) curriculum outcomes
- average of six to eight hours of work per student per week

Grades 7-9

- focus on core mathematics, language/literacy, science, social studies and wellness (with a focus on physical and mental health) curriculum outcomes
- average of 12 to 16 hours of work per student per week

Grades 10-12

- focus on specified and core course requirements for high school graduation, including language (English, Français and French language arts), social studies, mathematics, and science (biology, chemistry, physics and science)
- average of six hours of work per 5-credit semestered course per week; average of 3 hours of work per 3-credit semestered course per week
- Students on track to receive 100 or more credits will be eligible to graduate and receive a high school diploma.
- Should scenario 2 or 3 be in place, the ability for the Principal to award up to 15 unassigned credits to students in Grade 12 will be activated.
- Schools continue to be responsible for assessing the progress of children and students.
- Students continue to be responsible to actively engage in learning and diligently pursue their education.
- School authorities, parents, children and students must continue to follow public health measures in place.

[← Table of Contents](#)

7.3 Workplace Hygiene Best Practices

- Wash your hands frequently. Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.
- Practice physical distancing. Physical distancing is maintaining at least 2 metre (6 feet) distance between yourself and anyone who is coughing or sneezing. When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain viruses. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.
- Avoid sharing water bottles, utensils, dishes and food.
- Practice good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately, and use hand sanitizer after disposing tissue.
- Avoid shaking hands, nod or wave instead.

7.4 Right to Refuse Work: COVID-19

MESC will do everything in its power to ensure a safe workplace and to protect the health and safety for all its employees. Every individual must accept responsibility for his or her personal safety. All supervisory personnel must eliminate or control hazards in their work areas.

Where an employee has reason to believe that there is a dangerous condition in the workplace, or that their duties present a danger to their health and safety (which is not an inherent or normal condition of their work), the employee may be able to refuse to attend work or perform certain duties. ([Alberta OH&S Workers Obligation section 31. p.31](#))

An employee's right to refuse to perform work as a result of COVID-19 will be contingent upon factors including (but not limited to) the following:

- the state of the COVID-19 situation in the worker's particular city, region, province and workplace at the time the refusal to work is being exercised;
- the age and health of the specific worker;
- the type of workplace where the worker usually performs his or her functions;
- the specific field of work and his or her normal duties or tasks;
- the number of workers at the workplace and whether or not physical distancing is possible;

- the measures adopted by the employer to prevent the transmission of COVID-19, including workplace hygiene and personal protective equipment (PPE), where applicable;
- whether or not an employee of the employer has been diagnosed with COVID-19;
- whether the worker or the circumstances fall in one of the legislative exceptions to the right to refuse unsafe work; and
- any other factually relevant considerations in assessing whether there is a hazard, a risk, a danger, etc. .

Guidelines

If an employee refuses to report to work, citing unsafe working conditions, then

- The employee is obligated to specifically inform the supervisor, in writing, describing the unsafe condition(s).
- The supervisor is obligated to investigate the merit of the alleged unsafe working condition.
- The supervisor and the employee will meet to discuss the allegation and ensure every step is taken to protect their health and safety and resolve the work refusal.
- If the work refusal cannot be resolved then, the supervisor will contact the Director of Health and Wellness. It will be determined if accommodations can be made. This may include
 - Flexible work hours
 - Work off site, or
 - Allow employees to use entitlements such as person leave, vacation or unpaid entitlements if they refuse to come to work ([AP 408](#)), ([MESC Employee Handbook](#))

What would be the reasonable grounds? Things to consider:

- Advice from Alberta Regional Medical Officer to stay home.
- Advice from FNIHB Medical Officer of Health.
- Is the potential risk only at the worksite or is the individual at risk when going to and from work?
- Does the individual going to work have the potential of being a carrier and affecting another person?

If employees require additional clarification related to working off-site, they should contact their direct supervisor.

[← Table of Contents](#)

7.5 COVID-19 Declaration Form

I, _____ declare that I

- Have taken the COVID-19 test according to the time period stated in the ReEntry Plan.
- Have not returned from international travel within the last 14 days.
- Have not been diagnosed with COVID-19 during the last 14 days.
- Have not been in close contact with a person who tested positive for COVID-19 (provides care, lives with or has close physical contact, or comes into direct contact with infectious body fluids).
- Do not have any of the following symptoms:
 - Cough (new or worsening chronic cough)
 - Fever
 - Shortness of breath or difficulty breathing (new or worsening)
 - Runny nose
 - Sore throat that is not related to a pre-existing illness or health condition
- Will notify my supervisor immediately if I develop any of the above symptoms and will get tested again.
- Will notify my supervisor of my test results as soon as I receive them.
- If at home I will not come to work. If at work I will self-isolate and then go home as soon as possible.
- Will follow all [Alberta Health regulations](#).
- Will follow all of the safety guidelines put in place by MESC as outlined in the MESC ReEntry Plan.

Signature

Date

[← Table of Contents](#)

7.6 COVID-19 Workplace Accommodation Request Form



Maskwacis Education Schools Commission



COVID-19 Workplace Accommodation Request Form

Name:

Date:

What condition or concern are you requesting a workplace accommodation for:

- over age 65;
- a medical condition that falls within the defined AHS High-Risk Categories;
- child/family care.

Details:

What efforts have you made to try and resolve this issue?

Details:

What specific accommodations are you requesting?

Details:

What job duties do you perceive could be performed from home?

Details:

Employee Signature:

Date:

Supervisor's recommendations/accommodation plan. Please be as specific as possible.

Details:

Accommodation time frame - beginning and end or review date.

Details:

Supervisor Signature:

Date:

People Services Notes

PS Signature:

Date:

[← Table of Contents](#)

7.7 Mental Health and Wellness Supports for Students and Staff

During this difficult time, staff and students may require additional mental health and wellness supports. Below are resources for online/phone support. If you are unsure about if you should call any of the below numbers, please call and they will help direct you if needed.

- Maskwacîs Mobile Mental Health crisis line 780-362-2150 (call or text)
- Maskwacîs Health at 780-585-3830 or at Pigeon Lake 780-585-2003.
- Maskwacîs Ambulance: 780-585-4000
- Maskwacîs RCMP: Phone: (780) 585-3767
- Maskwacîs Counselling: 780-585-2268 and through their Facebook page
- Suicide Prevention: text 45645 call 1-833-456-4566
- Text4Hope: Text COVID19HOPE to 393939 to subscribe for ways to cope with feelings of isolation, etc.
- Kids Help Phone: 1-800-668-6868
- First Nations and Inuit Hope for Wellness: 1-855-242-3310
- ConnecTeen: text only 587-333-2724
- Youthspace: text only 778-783-0177
- Mental Health Helpline: Phone: 1-877-303-2642 .
- Health Link – phone 811
- Alberta Health Services [Help in Tough Times](#) and [Healthy Together](#)
- [Physical-Emotional Learning](#)
- [Trauma-informed practice](#)
- [Working Together to Support Mental Health in Alberta Schools](#)
- [MORE \(Mental Health Online Resources for Educators\)](#)

[← Table of Contents](#)

7.8 MESCS TRANSPORTATION GUIDANCE FOR SCHOOL RE-ENTRY – SCENARIO 2 (In-school classes partially resume)

- MESCS has developed procedures for bussing, student pick-up and drop off that support physical distancing between all persons (except household members or cohorted children/students and staff), support respiratory etiquette and access to hand hygiene.
- Parents and children/students must not be in the pick-up area or enter the bus if they have symptoms of COVID-19.
- Encourage private (e.g. parent) vehicle use where possible to decrease transportation density.
- A vehicle cohort is to be established for each vehicle (i.e. only household members and any other regular passenger who is not a member of the household.)

Busing Procedures and Regulations:

- The driver should be provided with a protective zone, which may include.
 - 2 metre physical distance;
 - Physical barrier;
 - Non-medical mask; or
 - Other
- The driver will assign seats for students and a record of this seating plan must be kept in order to assist with contact tracing in the case of a student being a case of COVID-19. Students who live in the same household should be seated together.
- Schools must develop procedures for student loading, unloading and transfers that support physical distancing of 2 metres between all persons (except household members) and may include:
 - Children/students start loading from the back seats to the front of the bus based on the bus runs.
 - Where feasible, limit the number of students per bench unless from the same household.
 - Students from the same household may share seats.
 - Students start unloading from the front seats to the back of the bus.

- If a child becomes symptomatic during the bus trip, a mask will be provided. The driver will contact Maskwacis Transportation dispatcher who will contact the parent to pick up the student on route or at the school.
- Bus cleaning and records.
 - All high touch surfaces including door handles, window areas, rails, steering wheel, the mobile device and GPS used by the driver, will be cleaned and disinfected prior to each run.
 - The insides of the bus will be cleaned at the end of the day or when dirty according to bus cleaning protocol.
 - A log of all cleaning will be maintained.

[← Table of Contents](#)

7.09 Designated School Infirmary Safety Procedures

- School staff are to follow AHS information on signs and symptoms of COVID-19 so that appropriate action can be taken if symptoms are developed during the day;
- Students and staff who show symptoms are to be promptly separated from others in an infirmary until they can go home;
- School staff need to pay attention to students' feelings and reactions. The way the situation is handled strongly affects how students respond;
- Inform the student about the removal procedure and what to expect while in the infirmary;
- Anyone who is required to provide care to the student should try to maintain a two-metre distance in-between them;
- Appropriate signage is to be placed at the door of the infirmary that is occupied by the student who may be ill;
- A detailed record of students being admitted to the infirmary or supervised area is to be documented;
- Adequate resources and a replenishment process for the infirmary is to be in place to ensure supplies are available for use by others
- Notify Custodial staff to ensure appropriate environmental cleaning of the space the student occupied is done once student has departed;
- Have protocols in place to notify parents and guardians if a child shows symptoms of COVID-19 while at school or Headstart—including the need for immediate pickup;

- Ensure the appropriate mode of transportation is used and other precautions are followed during transit for students who begin to show symptoms of COVID-19 and have no other transportation options;
- Avoid putting students who may be ill back on a school bus, if possible;
- Ensure students, staff and families who may be affected are treated with respect, fairness and compassion;
- Focus protection of privacy by taking steps to reduce the potential for stigma and discrimination;
- School principals will notify Superintendent and their staff about any confirmed cases of COVID-19 impacting a school and will advise of the implemented precautions;
- Superintendent will contact Alberta Health Services

[← Table of Contents](#)

7.10 Information Links

- [2020-21 Alberta School Re-Entry Plan](#)
- [2020-21 Alberta School Re-Entry Plan Scenario 1](#)
- [2020-21 Alberta School Re-Entry Plan Scenario 2](#)
- [2020-21 Alberta School Re-Entry Plan Scenario 3 p.11](#)
- [COVID-19 Alberta Information: General Relaunch Guidance \(June 2020\)](#)
- [MESC Health and Safety Manual \(June 2020\)](#)
- [novel coronavirus \(COVID-19\) Updates for Alberta](#)
- [Coronavirus \(COVID-19\) and Indigenous communities](#)
- [Indigenous health](#)
- [Maskwacis Health](#)
- [Alberta Health Services: Home](#)
- [Testing in Alberta](#)
- [COVID-19 Self-Assessment](#)
- [COVID Posters and fact sheets](#)
- [Posters](#)
- [COVID-19 Symptoms in Comparison to Flu and Common Cold \(Poster\)](#)
- [COVID-19 Ermineskin Cree Nation Updates](#)
- [COVID-19 Montana First Nation Update](#)
- [Nipisihkopahk Acimowin by Samson Cree Nation](#)
- [Louis Bull Tribe Facebook](#)
- <https://myhealth.alberta.ca/>
- [novel coronavirus \(COVID-19\) Personal Protective Equipment \(PPE\)](#)
- [School Bus Safety](#)
- [AFN Coronavirus update for Alberta](#)
- onehealth.ca/ab/ABCovid-19

[← Table of Contents](#)

7.11 Daily self screening checklist

Do you have any of the following symptoms

Symptom	Yes	No
Fever		
Cough		
Shortness of breath / Difficulty breathing		
Sore throat		
Chills		
Painful swallowing		
Runny Nose / Nasal Congestion		
Feeling unwell / Fatigued		
Nausea / Vomiting / Diarrhea		
Unexplained loss of appetite		
Loss of sense of taste or smell		
Muscle/ Joint aches		
Headache		
Conjunctivitis (commonly known as pink eye)		

If the answer is YES to any of the questions or if you or someone in your household has been in close contact with someone who has tested positive for COVID-19, **then stay home and take the [AHS on-line self assessment](#)**