

A large, stylized, light blue outline of an apple with a stem and a leaf is positioned on the left side of the cover. The apple's shape is defined by thick, rounded lines. The stem is a simple vertical line, and the leaf is a curved shape extending from the top left of the stem. A small circle is located above the stem, representing a bud or a second leaf.

# **CFIS Return-to-School Handbook**

**2021-2022**

# CFIS

## Return-to-School Handbook

### TABLE OF CONTENTS

Head of School’s Message ..... page 2

**Section 1: COVID-19 Risk Mitigation ..... page 3**

Mandatory Daily Health Self-Screening ..... page 3

Illness ..... page 3

Masking ..... page 4

Physical Distancing ..... page 4

Hand-Hygiene ..... page 4

Cohorting ..... page 5

**Section 2: In-School Procedures to Mitigate the spread of COVID-19 ..... page 6**

Access to CFIS by Parents, Visitors, & Service Providers ..... page 6

Shared Equipment/Devices ..... page 7

Field Trips ..... page 7

Student Lunches & Food Services ..... page 7

Music, Band, & Physical Education ..... page 8

Extra-curricular Activities ..... page 8

Homework Support & Student Tutorials ..... page 8

### HEAD OF SCHOOL'S MESSAGE



Over the course of the past several weeks, the members of the senior leadership team of the Calgary French & International School (CFIS) have been monitoring the COVID-19 situation. In spite of a possible vaccination rate of approximately 70 percent in adults and students aged 12 and up, because of the increasing numbers of positive cases in Alberta, combined with the numerous unknowns surrounding the “Delta variant”, CFIS is erring on the side of caution and continuing to require a number of enhanced health and safety procedures and protocols when students return to school at the end of August.

CFIS has prepared this handbook for parents and staff members. In addition to Alberta Education’s direction, CFIS has received guidance from the Association of Independent Schools in Alberta (AISCA), and advice from a number of medical professionals who are also parents of CFIS students. These various recommendations have been incorporated into this handbook, and will allow CFIS to continue to provide a robust full French immersion learning experience to our students during the ongoing pandemic.

As the school year progresses, procedures may need to change. These will be communicated to the CFIS community as quickly as possible.

The health and safety of CFIS students and staff continues to be the senior leadership team’s top priority, and we will respond to any new directives from Alberta Health Services or Alberta Education.

A handwritten signature in black ink, appearing to read 'M. Dorrance', with a long horizontal flourish extending to the right.

Margaret Dorrance  
Head of School  
Calgary French & International School

### SECTION 1: COVID-19 RISK MITIGATION

CFIS will be continuing a number of last year's protocols and tactics aimed at reducing the transmission of COVID-19 when students and staff return to school later this month.

#### Mandatory Daily Health Self-Screening:

- Each day, before leaving for school, all parents must review the COVID-19 [Alberta Health Daily Checklist](#) self-screening with each of their children. If the answer is “yes” to any of the questions, the child must not attend school that day.
- Each day, before leaving for work, all staff members must complete the [Alberta Daily Health Checklist](#) form for themselves. If the answer is “yes” to any of the questions, the staff member must not attend work that day.
- If you are unsure whether you or your child should be at school, please contact Alberta Health Services at 8-1-1.
- Signage remains posted at all entrances to the building, reminding people not to enter the building if they have new-onset or worsening COVID-19 symptoms.

#### Illness:

- If a staff member develops new-onset COVID-19 symptoms or symptoms of any other infectious illness during the school day, they must immediately wash or sanitize their hands, don a non-medical mask, and call their direct supervisor to be relieved of duty. The staff member will leave the school and access the COVID-19 testing tool [here](#).
- If a student develops new-onset COVID-19 symptoms or symptoms of any other illness during the school day, he or she will be required to immediately wash or sanitize their hands and then don a non-medical mask and be taken to the isolation area by an adult. The student's parent will be called to come and collect the student immediately.
- If a student becomes ill at school, a staff member will look after the student in the isolation area until the student's parent arrives. The staff member and student must both wear a mask and maintain physical distancing. If close contact is required, the staff member will also wear a face shield and/or eye protection.
- We encourage staff and students to obtain a COVID-19 test and share the results with the school.
- If your child is not feeling well or showing signs of illness, please refer to [this website](#) and follow the direction of Alberta Health.

# CFIS

## Return-to-School Handbook

### Masking:

Everyone who enters the school, including all CFIS students from Preschool to Grade 12, all staff members, and any visitors, are to wear masks when entering the school. Masks are to be worn by all students and staff. Including in the classrooms. When the students are in class and when two metres of physical distance can be ensured, masks can be removed, at the teacher's discretion. Masks may also be removed under one of the following scenarios:

- When outdoors;
- When eating or drinking; or
- During physical education classes.

A face shield can also be worn, but does not replace the requirement to wear a mask.

Students will be asked to keep their masks on their person at all times. More information will be shared by Divisional Principals.

### Hand Hygiene:

- Hand hygiene is believed to be of key importance in controlling the spread of COVID-19. Hand-sanitizing stations are located at every entrance to and exit from the school, as well as at the bottom and top of each stairwell. Health-and-Safety Monitors will ensure that hand sanitizer is used by all students entering the building.
- Hand-sanitizing stations have been mounted on the walls between each classroom. Students and staff will be required to sanitize their hands with hand sanitizer upon entering and exiting each classroom or learning space.

Teachers and Health-and-Safety Monitors will monitor students' hand hygiene.

- Posters and signage promoting hand hygiene will continue to be displayed throughout the school.
- Pump bottles of hand sanitizer will be available on each teacher's desk, and offices throughout the school.
- Hand-sanitizing breaks will be conducted in classes on a regular basis. This includes handwashing whenever possible, where sinks are available.

### Physical Distancing:

- The organization of furniture in classrooms continues to maximize physical distancing while not compromising student learning.
- Teaching staff will continue to choose activities that either support physical distancing or that require students to wear masks. Teaching staff will manage and support traffic flow in classrooms and throughout the building to support physical distancing.
- Signage remains at two-metre intervals in all corridors and stairs, to serve as a visual reminder regarding the need for physical distancing, and to allow teachers and staff to more easily monitor student behaviour
- Signage promoting physical distancing has been posted throughout the school.

# CFIS

## Return-to-School Handbook

### Cohorting:

The movement of students throughout the building will be purposeful and developmentally appropriate for each division. Each class group from Preschool to Grade 6 is considered a cohort. The entirety of the secondary division (all students in Grades 7 to 12) will be considered one cohort.

All students will remain in their divisional wing, with the exception of students attending Art and Music classes, which will be held in their usual classrooms in the Elementary wing. Students will be escorted to these shared locations to ensure that there is minimal contact between students from the two divisions.

The following situations may occur and, may impact the interaction between some students in their respective cohorts:

- Targeted intervention for students from a common grade level with a literacy or numeracy coach or learning strategist.
- For students in preschool to Grade 2, cohorts will be assigned to outdoor zones where a maximum of two classes at the same time will play in the same zone.
- At recess, grade-level cohorts from Grades 3 to 6 will be assigned to outdoor zones where there will be the opportunity to interact with students from the same grade level.
- Grade 5 clubs may take place in person and may mix students from all Grade 5 classes.
- Grade 6 clubs may take place in person and may mix students from all Grade 6 classes.

### SECTION 2: IN-SCHOOL PROCEDURES TO MITIGATE THE SPREAD OF COVID-19

- All areas within the school, including classrooms, hallways, gyms, and offices, have undergone thorough cleaning and disinfecting over the summer to be ready for the return of the students.
- All HVAC systems continue to use filters with a MERV rating of 13. (MERV stands for Minimum Efficiency Reporting Value, and the higher the number, the better the filter is at capturing smaller pollutant particles in the air. The pre-pandemic MERV filter for the CFIS building was 8.)
- There will continue to be increased cleaning and disinfecting throughout the day by our day cleaners.
- Hallways and stairways continue to have directional signage to promote physical distancing.
- High-touch contact areas in hallways and common areas will be disinfected by the cleaning staff throughout the day.
- Drinking fountains will be turned off but water-bottle filling stations are available.
- High-touch areas in washrooms will continue to be disinfected regularly. Students are expected to wash their hands before leaving the washroom, and use hand sanitizer upon re-entry into the classroom.
- Surface-cleaning wipes, to be used with disinfectant spray, will be available in each classroom at all times for teacher use. (These are not to be used on hands.)
- Everyone must use hand sanitizer before entering and exiting classrooms. The teachers are responsible for ensuring that this occurs.
- As occurred last year, health-and-safety monitors will be on site to assist with hand sanitizing, physical distancing at entrances, hallway supervision, and provide other assistance as required.

#### Access to CFIS by Parents, Visitors, & Service Providers:

- At this time, admittance to the school is restricted to students, staff members, essential workers and service providers, before-and-after-school care program pick-ups and drop-offs, and to pick up a sick child.
- Special guests and presenters for curriculum purposes will remotely take part in classroom activities.
- Contact information of essential workers and service providers will be collected by the main office staff. These visitors will be required to complete a self-screening health questionnaire before entering the school.
- The parent information sessions and orientations that normally occur in person at the start of the school year will take place remotely.

# CFIS

## Return-to-School Handbook

### Shared Equipment/Devices:

- Teachers will ensure that each student has and uses his or her own supplies where appropriate.
- Students will sanitize before and after use of shared equipment (such as devices).
- Shared equipment, such as gym or science lab equipment, is to be sanitized at the end of each day when appropriate.

### Field Trips:

Limited off-site activities will begin in September. Communication about these will be provided directly to the parents of the relevant classes. Parent volunteers may be required for these activities. Volunteers must have a valid Police Information Check (PIC) and provide proof of two COVID-19 vaccinations, the last of which must have taken place at least 14 days prior. As occurred last year, classes may also go on outdoor excursions in the immediate area, accompanied by CFIS staff members, where parent volunteers are not required.

### Student Lunches & Food Services:

- Cafeteria service, including milk and yogurt programs, will not be available until further notice.
- Students in preschool through to Grade 6 will continue to eat lunch in their classroom. Secondary Division students will be able to eat in the Core dining hall and certain other areas. In all cases, physical distancing will be maintained and health and hygiene practices will be followed.
- Students' lunches will be stored in their backpacks. Cold packs and refrigerated lunch bags should be considered. Students' lunches and snacks should be in easily-opened containers, and not need to be heated or refrigerated. Microwaves will not be available.
- Students will wash or sanitize their hands before and after eating.
- The sharing of food between students is prohibited.
- No condiments (salt, pepper, ketchup, and the like) or eating utensils will be available to students. Parents should send necessary utensils and condiments to school with students.



# CFIS

## Return-to-School Handbook

### Music, Band & Physical Education:

- Singing may occur if physical distancing and masking are in place.
- When using wind instruments (including recorders), students will only remove their masks before they will be asked to play.
- Rehearsals with wind instruments will only last for 30 minutes.
- Personalized bell covers and additional personal protective equipment will be required for wind instruments when masks and physical distancing are not possible.
- Change rooms can be used for physical education (PE) classes. Masks will be worn in the change rooms at all times.
- Students in Grades 4 to 6 have the option of coming to school wearing their PE strip the days they have physical education.
- In the ECE and Elementary divisions masking will be required when physical distancing can not be ensured.

### Extra-curricular activities:

Jazz Band, the musical and athletic activities can proceed for the Secondary Division.

### Homework support and student tutorials:

Grades 7 & 8 and 9 to 12 support will be available after school for students.