



SUMMIT WEST

INDEPENDENT SCHOOL

SUMMIT WEST INDEPENDENT SCHOOL COVID-19 RE-ENTRY HANDBOOK

Scenario 1 – Near Normal Operations

Introduction	3
Purpose of Handbook	3
Audience	3
Timeline of Handbook	3
Guiding Principles of Handbook	3
Handbook Structure	4
Health Guidelines	4
Daily Screening Expectations	4
Student Illness at School	4
Confirmed cases of COVID-19	5
Students with Pre-Existing Conditions	5
Hygiene	5
School Operations	6
Physical Distancing	6
Masks	6
Student Arrival and Entry	6
Cohorts	6
Hallways Density	7
Large Gatherings	7
Water Coolers	7
Washrooms	7
Classroom Set-up	7
Shared School Technology	7
Recess	7
Cafeteria	7
Food Sharing	8
Reducing population density throughout the school	8
Gymnasiums / Locker Rooms	8
Parking Lot – Pick-up Procedures	8
Educational Program Changes	8
Courses/Subjects	8
At-home support	8
Activity Planning	9
Field Trips	9

Summit West Independent School
COVID-19 Organizational Handbook – Scenario 1
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Elective Options	9
Extra-Curricular Clubs / Programs	9
Supporting Students Who Require Individual/Specialized Support	9
Supporting the Mental Health of our Community.....	9
Facilities Cleaning & Personal Protective Equipment	9
Facilities Cleaning	9
Personal Protective Equipment Expectations	10
Visitor Guidelines & Drop-off/Pick-up	10
Staff Guidelines	11
Screening, Time-off	11
Substitute Teaching	11
Employee Hygiene	11
Illness while at the school	11
Staff Safety Protocols.....	12
Appendix A - Bussing Guidelines	13
Appendix B – Out of School Care Guidelines	13
Appendix C – Contractor Guidelines.....	13
Appendix D – COVID-19 Self Screening Questionnaire.....	14

Introduction

Purpose of Handbook

Summit West Independent School is committed to the health and safety of its students, staff and community during the COVID-19 pandemic. Alberta Education has outlined three scenarios for school re-entry in the Fall, including:

- Scenario 1 – In-school classes resume, near-normal operations with health measures
- Scenario 2 – In-school classes partially resume with additional health measures
- Scenario 3 – At home learning continues, in-school classes are cancelled

This handbook has been developed to support the safe re-entry to school for the 2020/2021 school year, under **Scenario 1**, near normal operations, as defined by Alberta Education and Alberta Health Services.

Audience

This handbook is intended to communicate key re-entry principles to Summit West Independent School's parents, Summit West Independent School's staff, Summit West Independent School's board of directors, Alberta Education and Alberta Health Services.

Timeline of Handbook

This handbook has been created during the COVID-19 Pandemic. The handbook will be applicable beginning August 31, 2020, and will remain active for the 2020-2021 school year, or until administration announces that it is no longer active.

Where this handbook conflicts with another Summit West Independent School policy or procedure, this handbook will take precedence. This handbook may change with time, dependent on the latest government guidance.

Guiding Principles of Handbook

This handbook was prepared in accordance with the following key principles:

- Student and staff safety are a key priority.
- Student learning and interaction with peers during the pandemic is essential.
- Risks of COVID-19 spread should be minimized whenever possible.
- Summit West Independent School staff, parents and students are all partners in keeping our community safe – we are in this together.

Handbook Structure

This handbook will outline measures as follows:

- Health Guidelines – new expectations for parents and students
- School Operations – changes to school operations to manage risk
- Educational Program Changes – changes to educational planning to manage risk
- Facilities Cleaning and Personal Protective Equipment – strategies to keep our facility and community safe during the pandemic
- Visitor Guidelines – expectations of visitors to the school
- Staff Guidelines – how our staff will be staying safe and encouraging our students to stay safe

Health Guidelines

Daily Screening Expectations

Parents/guardians must assess their children daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease by completing the Alberta Health Questionnaire found in Appendix F before sending the child to school. The same assessment must be taken by any parent who is considering entering the school. If the child or parent answer yes to any question in the questionnaire, they **must not** enter the school building. As outlined in the staff section, all staff will need to follow similar screening procedures.

Parents must stay apprised of the latest list of symptoms for COVID-19, provided by Alberta Health Services. At the time of writing, symptoms include:

- 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 (Pink Eye)

Student Illness at School

If a student develops or exhibits COVID-19 related symptoms while at the school, the student will be directed to the office. The student will be provided with and asked to wear a non-medical mask if they are able to, and be isolated in a separate room, or space that is 2 meters away from others.

Staff supervising symptomatic students will wear gloves and a mask while attending to the student, and adhere to strict hand washing techniques before and after.

The parent/guardian will be notified to come and pick up the student immediately. It is the expectation that the student is picked up within two hours. Summit West Independent School encourages parents to

have an additional emergency contact available for pick-up if parents both work and are not able to pick-up within two hours.

All items the student touched will be cleaned and disinfected as soon as the student has been picked up. Items that cannot be disinfected, i.e., paper, books, cardboard, will be removed from the classroom and stored in a sealed container for 10 days (if not sent home with the student).

Parents must then complete the [COVID-19 Self Assessment for Albertans](#) online, to identify whether or not COVID-19 testing is required for their student. If the assessment indicates that testing is required, the student must be tested and results received before returning to school. If the student is tested and cleared to return to school, parents must send evidence of the negative test to the school.

Confirmed cases of COVID-19

If there are cases of COVID-19 identified within school settings, Summit West Independent School's Zone Medical Officer of Health will work directly with the school administration to provide follow-up recommendations and messaging for staff, parents/guardians and students.

Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a class home or to close the school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at-home if they are required to self-isolate.

Students with Pre-Existing Conditions

Individuals who have allergies or ongoing health issues and who are exhibiting COVID-like symptoms must be tested at least once according to the Alberta Health Services Guidance. This will establish a baseline for the individual. If symptoms change (worsen, additional symptom, change in baseline) the individual must stay home and be tested and cleared. Summit West Independent School will track typical symptoms that may be confused for COVID-19 for students with attendance records to determine patterns of illness.

Hygiene

Summit West Independent School will promote frequent and proper hand hygiene for students. Students must sanitize their hands before and after eating, when entering the building, when leaving the building, when entering classrooms, and when leaving classrooms. Hand washing with soap and water is required if a student has visibly dirty hands. Proper hand washing procedure includes washing your hands with soap and water for at least 20 seconds.

Hand sanitizer will be placed at entrances/exits, classrooms and high traffic areas. Summit West Independent School has chosen BENEMAX hand sanitizer for use in the school. Please visit their website (bene-max.com) for ingredient information. To reiterate, the hand sanitizer being used in the school has been approved by Health Canada for effectiveness against COVID-19. If you do not want your child using the provided hand sanitizer, they must provide their own Health Canada approved hand sanitizer to be used in place of Benemax.

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing or sanitizing. Staff will encourage and model proper hand washing, sanitizing, and distancing measures for students to observe and place into practice.

Summit West Independent School's students will also be expected and encouraged to follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the

trash), if they become symptomatic while at school. **No symptomatic students should be sent to school.**

School Operations

Physical Distancing

As much as possible, physical distancing between students will be maintained to minimize risk. However, there will be times when physical distancing will be unable to be maintained, which is why it is key that anyone showing symptoms stays home, then gets tested and cleared before returning to school.

Masks

All students in Grades 4-12 and all staff members must wear a mask in common spaces (busses, hallways, bathrooms, moving around the classroom) where physical distancing cannot be maintained. Masks are not required while students are seated in the classroom during instruction if following the physical distancing guidelines. Masks are required in the classroom when close contact between students, or students and staff, is occurring. Masks should be used for the duration of this activity. Exemptions will be made for students and staff who are unable to wear a mask due to medical or other needs. Mask use for Kindergarten to Grade 3 is optional.

Student Arrival and Entry

During the morning drop-off, students should physically distance outdoors until the doors open. As part of the staggered entry plan, students requiring assistance to enter the school (i.e. parents enter school to assist their child) will arrive between 8:00-8:15AM, students arriving by car and entering independently will arrive between 8:15-8:30AM, students on busses will arrive between 8:30-8:45AM. There will be two tables set up for check-in, JK-Grade 6 and Grade 7-12. Students will check-in and have their temperature taken with a touch less thermometer and sanitize their hands before entering the school.

Once the doors are opened, students will put their jackets in their lockers and move directly to their designated classrooms while staying two meters apart from others where possible. Students should bring all belongings required for the day (including their lunchbox) to their desk to avoid visits to their locker. Summit staff will supervise and encourage physical distancing as students proceed through the hallways to their classes.

All staff and students must utilize hand sanitizer when entering the building and when entering their classroom. Once in the school, students will head directly to their class. Lockers will only be used for storing outdoor clothing. Students will need to keep all of their school supplies and lunch boxes in the classroom.

Cohorts

As has been communicated by Alberta Health Services, the risk of transmission of COVID-19 is reduced by limiting exposure to others. In light of this, cohorting has been an encouraged form of practice. A cohort is defined as a group of students and staff who remain together. Contact tracing is also more feasible when groups (cohorts) are maintained. Summit West Independent School's students will be cohorted by classroom whenever feasible. As much as possible, the cohorts will stay in the same space, and teachers will move between spaces.

Hallways Density

To ensure physical distancing within the hallways, students will remain in homeroom classes as much as possible, with teachers moving between classes. There will be exceptions in some subjects such as Physical Education.

Lunch / recess times will also be staggered (JK-Grade 3 and Grade 4-12) to ensure minimum interaction outside of their grade level.

Large Gatherings

Typical large gatherings of students will not occur if physical distancing of two meters between each student cannot be maintained.

Water Coolers

Students will have access to water coolers in every classroom. Students must bring their own water bottle. Water cooler knobs and push buttons are considered high-touch surfaces, and will be regularly cleaned and disinfected, along with all other high-touch surfaces.

Washrooms

Regular washroom access will be maintained. Washroom capacity will be posted, and students will be expected to wait, while practicing physical distancing from each other, if the washroom capacity is exceeded. Washrooms will be cleaned regularly. Signage will be placed about washing hands and physical distancing. Washroom protocols will be reviewed with students during the first week of school.

Classroom Set-up

In Scenario 1, physical distancing will be limited, with 15 to 20 students in each classroom. Furniture that cannot be sanitized will be removed and desks will be separated as much as possible, with assigned seating. Students will not share supplies. Desks will no longer be set-up in circle/semi-circle, desks will be spread out as much as possible. Desks and chairs will be sanitized daily and at the end of the day by teachers. Lysol disinfectant wipes will be part of the school supply list to enable students to frequently clean their personal space.

Shared School Technology

Summit West Independent School is encouraging students from Grade 6-12 to bring their own personal devices to school to decrease sharing technology. When sharing technology is necessary, they will be sanitized between each use.

Recess

Summit West Independent School will ensure an orderly exit and entry during recess. Students will be required to sanitize their hands when leaving for recess and returning to the classroom. Supervisors will encourage students to physically distance as much as possible during the recesses. The playgrounds will be available to the students.

Cafeteria

Summit West Independent School does not have a cafeteria. Hot Lunch days will continue to be offered following all food service establishment guidelines identified by Alberta Health Services. Students will be eating in their classrooms and will be required to wash their hands before and after eating as well as clean their desk before and after lunch.

Food Sharing

No activities that involve sharing food should occur between students or staff. If students are eating snacks or lunches in classrooms, any food brought from home must be stored with the student's belongings until it is time for snack/lunch. Proper hand washing or sanitizing must take place before the consumption of food and after the food has been eaten. As well, desk surfaces will need to be cleaned and disinfected after eating.

Reducing population density throughout the school

All hallway area seating has been removed to prevent congregation in the hallways and building access for parents and the general public is discouraged unless necessary. The main Summit West doors will be locked at 8:50AM and access to the school after that time will require parents calling the number posted and will be granted access by administration after their hands are sanitized. All visitors and contractors entering the school will be required to wear a mask.

All physical education classes are encouraged to be outside, weather permitting.

Gymnasiums / Locker Rooms

Students will continue to use the gymnasium for Physical Education. For students who need to change for gym (Grade 6-12), the students will still use a combination of locker rooms and bathrooms, while being cognizant of physical distancing. Activities in the gymnasium will focus on units that do not require close contact or sharing of equipment as much as possible. When equipment is shared (such as badminton racquets) they will be sanitized before and after use. Whenever possible, Physical Education will occur outside instead of inside the gymnasiums.

Parking Lot - Pick-up Procedures

In keeping with Alberta Health guidelines for physical distancing, Summit West Independent School will be implementing a staggered dismissal system. Grades JK-K and Grades 9-12 will be dismissed at 3PM, Grades 1-8 will be dismissed at 3:15PM. This staggered dismissal will reduce hallway congestion and ease bus loading. Students in JK to Grade 3 who are registered for our after school program will remain in class until 3:30 and then brought to the after school room. Students who are not picked up by 3:15PM (JK-K, Grade 9-12) and 3:30PM (Grades 1-8) will be escorted to their classrooms and parents will be directed to call school administration for dismissal. Students who are not picked up by 4:00PM will be registered in the after school care program (\$20/day) and students will remain in their classrooms under supervision by the classroom teacher.

Educational Program Changes

Courses/Subjects

Summit West Independent School will maintain its commitment to high quality education during the pandemic. All courses and subjects will continue to be taught under Scenario 1. Some activities will need to be modified, as outlined in the sections below.

At-home support

Any student exhibiting symptoms of COVID-19 must stay home. Summit West Independent School recommends that parents of these students complete the online COVID-19 assessment tool through AHS, to determine whether or not testing is required. To best support each student's learning, Summit West Independent School recommends having students tested for COVID-19 as soon as possible. If the test comes back negative, the student can return to school, and scheduled learning. During the time off for testing, teachers will provide support via Google Classroom providing access to objectives and assess-

ments, similar to how they would have before the pandemic during a student absence. Where possible, teachers will record lessons for students to access on Google Classroom. Students will bring home all resources to support learning. If a student must self-isolate due to COVID-19, their teacher will provide as much support as possible. If an entire grade must self-isolate due to COVID-19, online teaching will occur during the isolation period, similar to the Spring of 2020.

Activity Planning

Where possible, activities will be modified to increase opportunities for physical distancing and reduce sharing of objects. Any activity involving shared items or equipment will be avoided where possible. If equipment must be shared, then all shared items must be cleaned and disinfected after each use.

Field Trips

As per Alberta Health Regulations, all field trips and activities requiring group transportation are postponed at this time.

Elective Options

Elective options during Semester One for Kindergarten to Grade 9 will focus on Health compulsory objectives. Each class will be creating their own elective option schedule based on the interest of the students and curricular requirements for each grade level. High School students will complete elective options through ADLC during Semester One. A new schedule will be created for Semester Two to reflect Alberta Health guidelines at that time.

Extra-Curricular Clubs / Programs

Where extra-curricular clubs or programs can meet while maintaining physical distancing they can continue, as long as participants disinfect touched surfaces after meeting. Clubs that cannot maintain physical distancing are cancelled until further notice.

Supporting Students Who Require Individual/Specialized Support

Summit West Independent School will maintain learning opportunities for students specific to their Individualized Program Plan (IPP) using a variety of approaches. Some of these services will be face-to-face with support staff wearing mask in order to minimize risks.

Supporting the Mental Health of our Community

Summit West Independent School recognizes the negative effect on mental health that this pandemic has had for our staff, students and families. Summit West Independent School will be increasing mental health support to our students through daily conversations and one-on-one scheduled meetings with support staff. We are also introducing Teacher Advisors in Junior High and High School to provide students with additional support in the areas of mental health, time management, career planning and life after high school.

Facilities Cleaning & Personal Protective Equipment

Facilities Cleaning

A thorough cleaning of the facilities has taken place prior to re-entry and procedures are in place to ensure increased cleaning practices and efficiencies. Including a new coat of paint in each classroom and throughout the hallway.

Increased frequency of cleaning and disinfection of high-touch areas and equipment (e.g. door knobs, water coolers, counters) inside and outside classrooms will be conducted. All washrooms and high-touch areas will be cleaned four times during the school day. Teachers and students will also be required to sanitize their work areas regularly, and to wipe down any shared equipment or items after each use. Each night, the entire school will be disinfected.

Personal Protective Equipment Expectations

Summit West Independent School will follow AHS guidelines in regards to personal protective equipment and masks. All students in Grades 4-12 will wear masks when not seated at their desks or when in close contact with other students or staff. Summit West staff will be required to wear masks in common spaces and when working closely with students.

All regular personal protective equipment that is typically used in one's role should still be used (ie: goggles in science experiments (disinfected between each use)).

Visitor Guidelines & Drop-off/Pick-up

Visitors should not enter the building if feeling unwell or experiencing any COVID-19 symptoms. All visitors to the school will be asked to use the self-screening tool (see Appendix F) before entering the school. If a visitor answers YES to any of the questions, the individual must not be admitted to the school. Before any visitors enter the building they will utilize hand sanitizer as per school regulations.

In keeping with security measures already in place, a record of all visitors will be kept. Parents will be allowed to enter the building on a limited basis, having completed the self-screening tool.

Summit West Independent School asks that all parents stay in their vehicles during pick-up and drop-off, as much as possible. For new families/students to the school, a grace period will be extended during the first four weeks of school. After this point, it is expected that families will remain in their cars during drop-off and pick-up.

Parents dropping off/picking up students enrolled in Before School Care or After School Care will be able to enter the building before 8:00AM and after 4:00PM. The main doors will be locked at 8:50AM and reopened for after school parents at 4:00PM.

Summit West Independent School recognizes that certain visits are necessary and unavoidable and request that parents plan their visits to the school during non-rush periods (rush periods to avoid: 8AM – 9AM, 3PM – 4PM).

Some acceptable reasons to come into the school building include:

- Drop-off of medication or forgotten supplies
- Mid-day pick up of students (please call or text administration to arrange for early pick ups)

To limit the number of people in the building, parent volunteers will not be allowed. Summit West Independent School will review this as the year progresses, and may choose to allow parent volunteers later in the year, if the activity allows for physical distancing.

Staff Guidelines

Screening, Time-off

Staff will not be allowed into the building if exhibiting symptoms of COVID-19. All staff are expected to complete the questionnaire in Appendix F before going to work. Staff will be expected to complete the AHS COVID-19 self assessment if symptomatic, and will be asked to provide proof of a negative test before return to school. Further details can be found in the COVID-19 Staff Policy.

Substitute Teaching

Summit West Independent School recognizes that it may incur increased staff absenteeism due to its strict screening policies. Summit West Independent School encourages internal coverage where possible. Any teachers who are staying home from work due to illness are encouraged to complete the AHS COVID-19 Self-Assessment as soon as possible, so that they may get tested and return to work as soon as they've received clearance from AHS to do so.

Employee Hygiene

Summit West Independent School promotes frequent and proper hand hygiene for employees. Employees must wash their hands before and after eating, when entering the building, when leaving the building, when entering class spaces and when leaving class spaces. Where hand-washing isn't practical, hand sanitizing is required. Proper handwashing procedure includes washing your hands with soap and water for at least 20 seconds or using the provided hand sanitizer. Hand washing with soap and water is required if the employee has visibly dirty hands.

Benemax Hand sanitizer (approved by Health Canada) will be placed at entrances/exits, classrooms and high traffic areas.

Summit West Independent School's employees should also follow proper respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash).

Signage has been placed throughout the facility to encourage proper hand hygiene and the regular practice of hand washing.

Illness while at the school

Staff members will not enter the building if they have symptoms of COVID-19. Summit West Independent School will maintain staff wellness records indicating any allergies or pre-existing conditions that may result in 'COVID-like' symptoms. Summit West Independent School will maintain a zero tolerance policy for illness, for both staff and students.

If an employee becomes sick while at work, the following requirements apply:

- Employees who begin having COVID-19 symptoms while at school should leave and begin isolation at home immediately.
- If unable to leave due to coverage concerns, the staff member will contact their supervisor; it is the expectation that the administrator will personally replace the ill employee, or find an internal coverage replacement as soon as possible.
- After being directed to leave the school, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from all others.
- Once a sick individual has left the workplace, Summit West Independent School's facility staff will clean and disinfect all surfaces and areas with which they may have come into contact.
- Summit West Independent School's administration will consider and record the names of all close contacts (employees and students) that the sick worker has been in contact with that day

and in the 48 hours prior to when the symptoms started. This information may be necessary if the sick employee later tests positive for COVID-19.

Staff Safety Protocols

As per direction by Alberta Health, physical distancing will be required in shared spaces such as the staffroom, hallways and classrooms. Physical distancing is expected at all meetings (including team meetings).

It is an expectation that all staff will model appropriate hand hygiene and physical distancing practices to the students throughout the day, and encourage students to adhere to these practices.

Appendix A - Bussing Guidelines

Summit West Independent School's bussing program will continue, through the use of its 21 passenger bus, 15 passenger van, and 8 passenger vehicle. Bus driver's will implement strict cleaning protocols between each trip and will be expected to wear Personal Protective Equipment.

Due to the inability to physically distance on the bus/vehicles, students in Grades 4-12 must wear masks while riding the bus. It is also recommended that students in Kindergarten-Grade 3 wear masks on the bus. Summit West Independent School will implement a seating plan, where all family members sit together. For pick-up in the morning, the bus will load the first students starting at the back, moving to the front through later stops. Once at the school, Summit West School staff will unload the bus from front to back. This will prevent students from passing one another on the bus. After school, busses will be loaded with the last stop at the back of the bus, and the first stop in the front, again ensuring that students do not pass one another when loading or unloading.

Appendix B - Out of School Care Guidelines

Summit West Independent School's Out of School care program operates as per guidance and guidelines set out by the Alberta Government regarding Child Care Services. Summit West Independent School will adhere to all of the most recent direction and guidelines from Alberta Child Care Services and Alberta Health Services. Please visit this site : <https://www.alberta.ca/child-care-during-covid-19.aspx> to review guidelines that will be followed.

Appendix C - Contractor Guidelines

Contractors required for facilities maintenance will be allowed into the facility. Contractors must complete the COVID-19 Screening Questionnaire, and not enter the building if exhibiting any symptoms of COVID-19.

Contractors will be required to sign in and out. Contractors will be expected to physically distance by two metres at all times, and wear masks when not able to physically distance. If the contractor does not have a mask, Summit West Independent School will provide one. Contractors will be booked on week-ends and during other periods of time that students are not in the building as much as possible.

Appendix D - COVID-19 Self Screening Questionnaire

Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL

Risk Assessment: Initial Screening Questions

1.	Do you, or your child attending the program, have any of the below symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Have you, or anyone in your household, returned from travel outside of Canada in the last 14 days?	YES	NO
3.	Have you or your children attending the program had close <u>unprotected*</u> contact (face-to-face contact within 2 metres) with someone who is ill with cough and/or fever?	YES	NO
4.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may attend school.