**HARVEY HIGH SCHOOL OPERATIONAL PLAN**

**Parent/Caregiver/Student Summary**

**2020 – 2021**

**A) Communication:**

* **Operational Plan (OP) Summary will be emailed on September 3, 2020, to parents/caregivers/students.**
* **OP will be mailed to families having no email account.**
* **Entire OP will be posted to school website on September 3, 2020.**
* **Homeroom teachers will review the OP with students on their first day at school.**

**B) School Attendance:**

**Staggered entry schedule.**

|  |  |
| --- | --- |
| Date | Grade level |
| September 8 (Tues) | 6, 9 & 10 students |
| September 9 (Wed) | Grade 7, 8, 11 & 12 students |
| September 10 (Thurs) | Grades 6 through 12 |

 **Starting September 10, 2020, all students will attend daily.**

**C) Building Access:**

**On the first day of school (see staggered entry chart), parents/caregivers will not enter the building with their child(ren). Staff will be on hand on the front patio to welcome and direct students.**

**In person meetings with parents/caregivers will be by appointment only. Contact with school personnel will primarily be through phone and/or technology.**

**Parents/caregivers who are picking students up will be asked to write a note to the homeroom teacher and/or call the office. The note will indicate what time the student(s) will be picked up and by whom. When the parent/caregiver arrives at the school the parent/caregiver will be asked to call the main school line 366-2200. Parents/caregivers without a cell phone will be asked to ring the bell at the main entrance of the school. The administrative assistant will ask who the parent/caregiver is picking up. The student(s) will be sent from the appropriate classroom. The administrative assistant will walk the student(s) to the main entrance and record who picked up the student(s) and the time that the student(s) left.**

**Students who arrive at school following the 9:20 a.m. start of class will be admitted into the building by the administrative assistant and proceed to the office. The administrative assistant will record when the child arrived as well as the reason the child was late.**

**D) Parent/Caregiver Conveyance:**

**Students will be permitted access at 8:40 a.m.**

**Parents/caregivers will be asked to ensure that students arrive between 8:40 a.m. – 9:15 a.m. Students who are dropped off at school by parents/caregivers or walk to school will enter the building at 8:40 through the administration entrance of the building and proceed directly to the cafeteria or teaching theatre area in order to maintain physical distancing. Once doors to upstairs open at 9:00 a.m., students will follow the established protocol for their grade level. High School students will go directly to their period one class without stopping at lockers.**

**At the end of the school day, students who walk to school, will be expected to maintain the appropriate physical distance while on school property.**

**E) Student Drivers:**

**Students who drive to school will arrive between 9:00 – 9:15. Upon arrival, students will exit their vehicles and enter school according to established protocols. Students will go directly to period 1 class. If arriving late, students will proceed directly to the office window to sign in. Following lunch, student drivers will follow proceed to period five without stopping at lockers.**

**F) Congestion Reductions Procedures:**

**Grades 6-8 Will get off the bus and enter through the ball field entrance and go directly to lockers prior to going to their homeroom. Lockers will be assigned by class bubbles. Class bubbles are: 6 English(E), 6 French Immersion (FI), 7E, 7FI, 8E, 8FI.**

**High School Students do not stop at lockers or the washroom prior to reporting to class.**

**Grades 9-10 Will enter the school, physically distanced through the gym entrance. Grade 9 will proceed through cafeteria to Rm 142 (across from the main office).**

**Grade 10 will proceed up the gym stairwell, down the high school hall to Rm 204 (Mrs. Arsenault’s).**

**Grades 11-12 will enter the school physically distanced through the administration entrance and proceed directly to period 1 classes.**

**Once in the classroom:**

**Grades 9A, 10A, 11A, & 12A will be directed to their lockers at 9:20am. All B classes will sanitize desks.**

**Grades 9B, 10B, 11B, & 12B will be directed to their lockers at 9:25am. All A classes will sanitize desks.**

**Lockers will be assigned to ensure physical distancing. Students will be required to wear a community mask in the hallways and at their lockers. Students will only go to lockers when guided to do so by teachers to ensure physical distancing.**

**Staff and students will utilize designated fire drill stairwells to move from class to class or when exiting the building.**

**Stairwell 1 – Administration Exit: Rooms 204, 209, 210, 211, 142, Theatre, and cafeteria**

**Stairwell 2 – Gym Exit: Rooms 140, 141, 201, 200, 202, 203, 207, and gym**

**Stairwell 3 – Ballfield Exit: Rooms 212, 213, 214, 215**

**Technology Wing Exit: Rooms 148, 156, 157, 161, 165, Resource, Yearbook, and Distance Ed room**

**Library Exit: Library**

**G) Dismissal:**

**Administration will announce when busses have arrived and Middle School students can be dismissed. Once MS students have been dismissed, the High School students will be dismissed.**

**Staff will lead students to exit the building to ensure that physical distancing is maintained and congestion limited. Staff and students will be required to wear a mask during this time.**

**Staff and students will utilize designated fire drill stairwells when exiting the building.**

**Stairwell 1 – Administration Exit: Rooms 204, 209, 210, 211, 142, Theatre, and cafeteria**

**Stairwell 2 – Gym Exit: Rooms 140, 141, 201, 200, 202, 203, 207, and gym**

**Stairwell 3 – Ballfield Exit: Rooms 212, 213, 214, 215**

**Technology Wing Exit: Rooms 148, 156, 157, 161, 165, Resource, Yearbook, and Distance Ed room**

**Once outside students will line up physically distanced in their designated bus line. Students will enter the bus, one student at a time.**

**H) Provide COVID controls for the classroom:**

**Hand sanitizing stations, disinfectant spray and paper towels will be provided in all classrooms.**

**Grades 6-8: Staff are encouraged to maintain a 1 metre distance between themselves and students in class. When this cannot be done, a mask is required. No physical distancing required of students in their bubble.**

**Grade 9-12: One metre physical distancing required. Mask required when PD cannot be maintained. When using a desk barrier, mask will not be required by the teacher.**

**Students should use personal belongings. There should be little or no sharing of items between students. (Additional manipulatives for subjects will be provided as required.) If sharing is required, sanitization of items will be completed as per this plan.**

**When possible, teachers are encouraged to take students outside to learn. (Teachers will notify the office that they are not in their classroom and where on the property they will be.)**

**Desk barriers and protective face shields will be provided to all staff. Middle School students may be requested to wear a face mask when working with the teacher or an Educational Assistant. High School students will be required to wear a face mask when entering, moving around, and exiting the classroom.**

**Desks, chairs, and workspaces will be sanitized by students, under the direction of the teacher, upon entry and exit of class to ensure that each area is clean for the user.**

**Science, Music, Math, Technology, Skilled Trades, and Physical Education Equipment –Equipment will be sanitized before and after each use under the direction of the teacher.**

**Changing Rooms – Middle school students will enter changing rooms in their bubbles. High School students, wearing masks, will proceed to a designated area in the changing room in reduced numbers. Physical distance markers will be displayed on the locker room floors to ensure 1metre distancing for High School students.**

**Resource Area - Small group work will be limited to students who are in the same class. Between working with students, chairs, tables, and any areas touched, must be disinfected. Students must have their own materials to work with. If the same students will be working in the area often, materials that are kept in that area for students are to be kept in sealed containers.**

**Guidance Area –Between each meeting with student(s), chairs, tables, and any areas touched by the student(s) must be cleaned with disinfectant.**

**I) Physical distancing of two metres required in all common areas and community masks must be worn.**

**Hallways and common areas:**

**Most hallways will have directional marking to indicate the flow of traffic. Students and staff will be required to wear a mask when travelling in all common areas: hallways, washrooms, cafeteria, office area. Social distancing makers will be displayed on the floor outside of washroom, by cafeteria microwaves, and water bottle filling stations or fountains, and in locker rooms. Capacity signage will be posted at entrance of washrooms. To ensure contact tracing, students will communicate with teacher before going to the washroom.**

**Reception Area: Chairs will be placed to ensure physical distancing. People in the reception area will be required to wear a mask.**

**Cafeteria:**

**THERE IS NO CAFETERIA SERVICE FOR THE 2020-2021 SCHOOL YEAR. Students will need to bring lunches from home as well as any utensils needed to eat their lunch.**

**Physical distance markers (yellow) will be displayed on tables for High School and floor by microwaves. Middle School bubbles will be assigned areas (colour coded) and bubbles will have a designated microwave. High school students will be required to sanitize the microwave after each use. Students, unless heating food, filling water bottle or going to and from the washroom, will be required to be seated. No standing groups will be permitted in the common areas.**

**Students will be provided with a refillable water bottle or they may bring one from home. It is strongly suggested that students have their names on their water bottles.**

**Students will be encouraged to use refillable water bottles. Students of Harvey High School will receive a refillable water bottle on their first day of school.**

**Office area:**

**Students accessing the main office will report to administrative assistant’s side window and must have permission from administrative assistant or administration to access to the office area.**

**J) School Schedule will be adjusted to reduce congestion and ensure physical distancing:**

**SCHOOL TIME SCHEDULE:**

|  |  |  |  |
| --- | --- | --- | --- |
| Middle School | High School | Grade 9/10 | Grade 11/12 |
| 9:00------------Doors open | 9:00----------Doors Open |  |  |
|  |  |  |  |
| 9:20-9:31SEL/Homeroom (11) | 9:20-10:20---Period 1 (60) | 9:20-9:25 A’s to lockers 9:25-9:30 B’s to lockers | 9:20-9:25 A’s to lockers 9:25-9:30 B’s to lockers |
|  |  |  |  |
| 9:31-10:30------Period 1 (59) | 10:20-10:30--Break/Homeroom (10) | Break | Homeroom |
|  |  |  |  |
| 10:30-10:45------Break (15) | 10:30-11:30---Period 2 (60) | 10:30-10:35 A’s to lockers 10:35-10:40 B’s to lockers | 10:30-10:35 A’s to lockers 10:35-10:40 B’s to lockers |
|  |  |  |  |
| 10:45-11:43 Period 2 (58) | 11:30-11:40---Homeroom/Break (10) | Homeroom | Break |
|  |  |  |  |
| 11:43-12:33--Lunch (50) | 11:40-12:40—Period 3 (60) | 11:40-11:45 A’s to lockers 11:45 – 11:50 B’s to lockers | 11:40-11:45 A’s to lockers 11:45 – 11:50 B’s to lockers |
|  |  |  |  |
| 12:33-1:30—Period 3 (57) | 12:40 – 1:20 SEL/Noon (Per. 4) (40) | Noon | SEL |
|  |  |  |  |
| 1:30-2:27—Period 4 (57) | 1:20- 2:00-----Noon (40) | SEL | Noon |
|  |  |  |  |
| 2:27-2:37 Break (10) | 2:00-3:00-----Period 5 (60) | 2:00-2:05 A’s to lockers 2:05-2:10 B’s to lockers | 2:00-2:05 A’s to lockers 2:05-2:10 B’s to lockers |
|  |  |  |  |
| 2:37-3:34 – Period 5 (57) | 3:00-4:00-----Period 6 (60) | 3:00-3:05 A’s to lockers 3:05-3:10 B’s to lockers | 3:00-3:05 A’s to lockers 3:05-3:10 B’s to lockers |
|  |  |  |  |
| 3:34 – 4:00 – SEL (26) |  |  |  |
|  |  |  |  |
|  400 |  400 |  |  |
| Noon - 50 | Noon - 40 |  |  |
| Instructional Minutes: **350** | Instructional Minutes**: 360** |  |  |
|  |  |  |  |

**K) Supervision**:

**Middle School students will be supervised when outside and staff will ensure that students remain in their classroom bubbles.**

**Each class will have a marked, designated area in which to line up prior to re-entering the building following lunch activities. Supervising staff will indicate to each class when they are to line up following recesses to ensure classroom bubbles are maintained.**

**Playground equipment will be sanitized when returned according to the duty schedule.**

**Daily Bubble Activities for MS:**

|  |  |  |
| --- | --- | --- |
| **Day** | **Area** | **Class** |
| **1** | **Skateboard Park/Basketball Court/T Th** | **6E** |
| **Tennis Court/Mini Sticks/Skipping ropes/Cafeteria** | **6FI** |
| **Gym A** | **7E** |
| **Library Patio/BBT** | **7FI** |
| **Gym B** | **8E** |
| **Patio/Classroom** | **8FI** |
| **2** | **Skateboard Park/Basketball Court/T Th** | **6FI** |
| **Tennis Court/Mini Sticks/Skipping ropes/Cafeteria** | **7E** |
| **Gym A** | **7FI** |
| **Library Patio/BBT** | **8E** |
| **Gym B** | **8FI** |
| **Patio/Classroom** | **6E** |
| **3** | **Skateboard Park/Basketball Court/T Th** | **7E** |
| **Tennis Court/Mini Sticks/Skipping ropes/Cafeteria** | **7FI** |
| **Gym A** | **8E** |
| **Library Patio/BBT** | **8FI** |
| **Gym B** | **6E** |
| **Patio/Classroom** | **6FI** |
| **4** | **Skateboard Park/Basketball Court/T Th** | **7FI** |
| **Tennis Court/Mini Sticks/Skipping ropes/Cafeteria** | **8E** |
| **Gym A** | **8FI** |
| **Library Patio/BBT** | **6E** |
| **Gym B** | **6FI** |
| **Patio/Classroom** | **7E** |
| **5** | **Skateboard Park/Basketball Court/T Th** | **8E** |
| **Tennis Court/Mini Sticks/Skipping ropes/Cafeteria** | **8FI** |
| **Gym A** | **6E** |
| **Library Patio/BBT** | **6FI** |
| **Gym B** | **7E** |
| **Patio/Classroom** | **7FI** |
| **6** | **Skateboard Park/Basketball Court/T Th** | **8FI** |
| **Tennis Court/Mini Sticks/Skipping ropes/Cafeteria** | **6E** |
| **Gym A** | **6FI** |
| **Library Patio/BBT** | **7E** |
| **Gym B** | **7FI** |
| **Patio/Classroom** | **8E** |

**High School students will be supervised to ensure that physical distancing is respected at break and noon times. High School students will be required to maintain 2 metres distance. The duty supervisors will monitor this. This will require cooperation from students to ensure safety and physical distancing.**

**L) Screening**

**The Self-Monitoring Checklist for Students and Staff (Appendix One) on symptoms of COVID 19 is attached to this document.**

**Parents/caregivers will be asked to take their child’s temperature prior to the child leaving for school. Parents/caregivers will be required to ensure that if their child is not feeling well that their child remains at home.**

**As per provincial protocol, parents/caregivers will need to contact 811 to determine if testing for COVID-19 is required when presenting with 2 or more symptoms.**

**Members of the public who have an appointment to enter the building will be required self-asses using the posted COVID-19 screening questions prior to entering the building. Members of the public entering the building will be required to sanitize their hands, wear a mask and check in to the building through the administrative assistant or administration.**

**M) Protocol for students demonstrating symptoms:**

**Students showing *two* symptoms of illness will go to the room adjacent to the Principal’s office (Rm 107). Parents/caregivers will be notified. Student will be picked up within the hour. The individual who is sick will be required to wear a mask while waiting. All staff in the office will be required to wear masks and maintain a distance of 2 metres. The door to the room will be kept closed while the person is inside (windows will allow for monitoring of the individual). Students will be required to stay home until symptoms have been resolved for twenty-four hours. As per provincial protocol, if two or more symptoms are parent, parent/caregiver will contact 811. From there, Public Health will advise regarding return to school protocol.**

**N) Personal Hygiene Etiquette**

**Students in grades 6 – 12 will be required to wear masks when not in the classroom. When physical distancing of 1 metre is not possible in high school classes, masks must be worn. Mask must be disposed of or washed properly.**

**Staff will teach students about appropriate hand and respiratory hygiene during their first day at school. Lessons and/or review of this will be done daily to weekly as needed.**

**O) OUTBREAK MANAGEMENT PLAN**

**Should the school become aware of one confirmed case of COVID 19, the principal is to communicate with the Superintendent and collaboratively follow the directives of the Regional Medical Office of Health. The Superintendent will inform the Department.**

**If an outbreak is declared in the school, the school must follow the orders of the Regional Public Health office. Regional Public Health will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required.**

