

**Minto Memorial High School Operational Plan
2020-2021**

School: Minto Memorial High School

Principal: Nelson Arsenault

Telephone: 506-327-7010

COMMUNICATIONS:

Communicate operational strategies and provide orientation to school personnel and students upon approval of Anglophone West School District.

Once approved, the operational plan will be sent to all school staff members so that everyone is aware on the protocols for the 2020-21 academic year. All staff will be asked to read the operational plan prior to their entry into Minto Memorial High School to begin the first day of work. Teachers and custodial staff will be required to meet via TEAMS to review the plan on August 31st.

Educational Assistants will review the plan with administration on their first day of school.

Student Communication of Operational Plan:

Parents and students will be made aware of the Operational Plan via voicemail, MMHS Website and Facebook. The Operational Plan will be communicated to students by period one teachers during the first day of school. In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis.

September 8th – Grade 9 Students Only

September 9th –Grade 11Students, Grade 10A#1 and Grade 10B#1

September 10th –Grade 12 Students, Grade 10A#2 and Grade 10B#2

September 11th – All Grade 9, 10A#1 and 10B#1, All grade 11 and 12 students

Communicate operational strategies with all visiting professionals:

Visiting professionals will be given an in-person orientation during their first visit to MMHS. If visitors cannot meet on the day of their arrival, it is necessary to have a conversation via phone with school administration prior to their visit to make them aware of safety rules and precautions. A conversation is necessary before visitors will have access to staff and students in our building. The operational plan will be made available on the MMHS Website and a copy can be sent to the professional upon request if there is a need to visit this school. All district/department employees as well as substitute teachers will be expected to have a conversation with someone from the administrative team before entry is permitted. Masks must be worn by all visitors and hands will require sanitization before they are permitted further into the building.

Room Assignments for District Personnel – Rooms 19 and 15 will be assigned to members of the ISD Team

Communicate Operational Plan with Parents/Caregiver and Community Members

Parents will receive communication via School Messenger as well as having the plan posted on the school's website. All parent/community members will be expected to make appointments prior to their visit to MMHS. Masks are to be worn upon entry into the building and hand sanitized at a station that will be set up at the main entrance of the building.

Questions Regarding Operational Plan:

Upon the approval of this plan by Anglophone West School District, parents will be encouraged to email or telephone the school administration to ask questions regarding the operation of the school for the 2020-2021 school year.

Building Access:

Parents and community members will be required to set up appointments before they are permitted into the building. Parents/caregivers that are dropping off lunches or required materials will be asked to call the main office to arrange for the drop-off of goods. A staff member will pick up the item at the front door and deliver it to the window in the main office. Parents will be requested to wear mask and staff will be required to sanitize their hands after the handling of outside goods.

Students being dropped off by parents will be required to enter the main entrance at the front of the building. Student arriving and leaving by bus will enter and exit through the cafeteria doors. Students driving vehicles to and from school will be required to use the front entrance. Students exiting the building to their vehicles can use the side door near the student parking area.

Students being Picked Up:

Parents/Caregivers must remain in their vehicle for their child to exit the school. Parents/Caregivers can call 327-7010 and arrangements can be made to send the student from their class to the waiting person.

Procedures to Reduce Congestion and Follow Physical Distancing During the School Start and Dismissal Times:

Directional markers will be placed throughout the building to ensure flow of student traffic (Hallways & Stairs) and to ease congestion. All students and staff are required to wear a mask while in the hallways and common areas. Students will be required to maintain a physical distance of 2 meters between themselves and one another when outside the classroom. While in the classroom, students will be required to maintain a physical distance of 1 meter and masks will not be required unless the physical distance standard cannot be met.

Students will be assigned lockers to hold their materials that are needed throughout the day. Lockers will be physically distanced to allow for a safe

distance between students. Lockers are to be used at all times as bookbags are not permitted inside the classroom.

Provide Covid controls for the classroom and outside of classroom

Hand sanitizing stations will be set up at the main and bus entry points of MMHS. Staff will be encouraged to maintain a 1 metre distance between students inside the classroom as well as a 2 metre distance outside of the classroom. Students should use their own items in the classroom. There should be little or no sharing of items between students. Water fountains will become water bottle filling stations and students are encouraged to bring a marked container from home. Once again, this container is for personal use and should not be shared.

Classrooms will be equipped with hand sanitizing stations and sanitizers and paper towels to wipe down workstations and equipment.

Desks will be separated a **minimum of one metre** apart to provide a safe working distance. When a distance of one metre cannot be met in the classroom, masks must be worn.

Shared classroom items such as manipulatives will require sanitization between use.

Classroom desks and chairs will be sanitized by the student sitting in and on them during the assigned class. Sanitizer and paper towels will be available in each classroom.

Washrooms will be sanitized three times a day by custodial staff. Students are expected to use their breaks for washroom use. Teachers are asked to keep the flow of student traffic from their classroom during instructional time to a minimum. While students are in classrooms, common areas and washrooms will be re-sanitized by our custodial staff.

Cafeteria - A physical distance of 2 metres must be followed in the **cafeteria**. All students not eating their lunch off site, will be required to eat in the cafeteria. Food is not to be consumed in classrooms and hallways during lunch breaks.

Library – The Library will be used as a classroom during the 2020-2021 school year as it allows a safe working distance between students and staff. The door will remain locked when classes are not in session and the librarian is not on duty. Students requesting to sign out a book must make an appointment with the librarian.

Art/Music Room – Classes will be held in the Art/Music Room during the 2020-2021 school year. All working surfaces and equipment will be wiped down with sanitizer by the student at the end of each class.

Science Labs – All Science Labs will be in use during the academic year and all surfaces will be sanitized at the end of each class.

Industrial Arts Area – All classes in the Industrial Arts area will be held in the Industrial Arts area of the school. A physical distance of one metre will be followed when students are seated at their assigned desk. A spacing of no less than two metres will be followed when students are working on hands on assignments. Masks must be worn in the shop area when students are working on assigned hands on projects.

Computer Lab – Computer Labs will require a safe spacing distance of one metre between each student at all times. Students will not be permitted to work on group projects unless the one meter distance rule can be followed. When the one meter distance rule cannot be followed in this area, masks must be worn. All equipment used by a student will be wiped down by that student at the end of the class.

Locker Rooms – Locker rooms will be used by students for the purpose for preparing of Physical Education Classes. The room will be sanitized by custodial staff after each use. When students cannot maintain a safe distance of one metre, masks must be worn while changing.

Staircases – Directional arrows will be placed to indicate up and down directions for stair use. Students will be only allowed to use the stairs in the direction that the arrow indicates.

Variety Shows – Variety Shows: To be determined

Awards Banquets – To be determined

Bus Trips – Bus trips will not take place unless they are district approved.

Assemblies – Large all school assemblies will not take place during the 2020-2021 school year.

Dances – To be determined+

Graduation Ceremony – To be determined

Prom – To be determined

Risk Assessment:

All classes will be kept to a maximum of 15 whenever possible. At no point should any class size exceed 17 students. Masks are to be worn by teacher and students if a 1 meter distance cannot be met in the classroom.

Students will have interactions with other students in the school at a distance no less than 2 metres outside of the classroom and no less than 1 meter in the classroom.

Cafeteria services will commence on October 26th. While in the cafeteria, all students will follow a 2 metre distance from one another and masks are to be worn before and after food has been consumed.

Students will not gather for assemblies or dances during the academic year unless the Department of Health specifies that it is safe to do so.

The classroom setting is primarily indoors. Whenever possible, teachers will be encouraged to engage learning in outdoor areas while following social distance rules.

Students will have contact with high touch areas in the school. All students are expected to wipe down equipment/manipulatives that they use as well as desks and chairs. Custodial staff will disinfect washrooms three times per day as well as high traffic areas.

Hand sanitizing stations will be set up at each entrance. All classrooms will have hand sanitizing stations set up at the entrance and all students will be expected to sanitize upon entrance into the classroom.

Doors will remain open in the classroom to reduce the frequent touching that is required to enter and exit the classroom. Doors will remain locked but will remain open. In the event of an emergency where doors will need to be closed, the teacher will fasten it shut for classroom safety.

Adequate sanitizing supplies will be stored in the building.

Students will be taught and frequently reminded about hygiene practices such as frequent hand washing, respiratory etiquette, physical distancing as well as the importance of informing staff when they are feeling ill. These measures will be applied daily so the importance of good and safe hygiene can be met by everyone.

Determine the physical isolation area for people showing signs of illness:

Staff/Students showing signs of illness will go to the Conference Room located on the main level. The individual who is sick will be given a mask to wear if they do not have one with them at this time. The door to the room will remain closed until the individual has been picked up. The room will contain a conference table and vinyl chairs. A washroom is available in this area if it is needed by the individual. Once the individual has been picked up, custodial staff will clean and sanitize the entire space.

Staffroom

The staff room will only be accessible to staff. Students will not be permitted into this room for any reason. Staff will be expected to keep a minimum of two metres apart from one another and wear a mask if the distance cannot be met. Dishes and utensils will immediately be placed in the dishwasher after use. Washroom doors will remain open and lights left on after use to avoid contact with the doorknob and light switch. A hand sanitizing station will be set up in this space to allow for proper hand cleaning. A single use coffee maker (Keurig) will be

available for staff to use. Tables and washrooms will be wiped down after lunch by custodial staff.