



Harrison Trimble High School

RETURN TO SCHOOL

COVID-19 OPERATIONAL PLAN

SEPTEMBER 2020

Grade Level Configuration	9-12
Principal	Gary Wilson
Student Enrollment September 2020	1062
Total number of personnel in the building	104

Product Inventory: Yvan Pelletier and Andrea Best

Signature: _____

Date: _____

Operational Plan: Gary Wilson, Shelley Gingras, Ryan Johnston, Yvan Pelletier

District Office: Jacqui Eadle – Occupational Health & Safety Co-ordinator

Signature : _____

Date: _____

Operational Plan Review Team:

Gary Wilson- School Administrator (856-3720), Shelley Gingras- School Administrator (856-2249)

Ryan Johnston- School Administrator (856-3588), Yvan Pelletier- School Administrator (856-3722)

Andrea Best – Custodian (856-2999)

Monthly Internal Review 2020-2021		
Month	Signature	Date
September 2020		
October 2020		
November 2020		
December 2020		
January 2021		
February 2021		
March 2021		
April 2021		
May 2021		
June 2021		

Back to School – 2020

Back to School Plan

This plan will allow students, staff, and our community to start school as safely as possible. This document aligns with the Return to School document produced by EECED and has been shared with our staff and PSSC.

Class Sizes:

We have divided our student population into two groups that will attend every other day. Students with last names beginning A-K (515 students) are Group “A” and students with last names L-Z (540 students) are Group “B”. We have 43 students who will attend every day are Group “C”.

Staggered Entry: Students will start the year in smaller groups laid out in the schedule below.

September 8th: (GROUP A)

- Grade 9 students with last names starting with A-K
- Grade 12 students with last names starting with A-K

September 9th: (GROUP A)

- Grade 10 students with last names starting with A-K
- Grade 11 students with last names starting with A-K

September 10th: (GROUP B)

- Grade 9 students with last names starting with L-Z
- Grade 12 students with last names starting with L-Z

September 11th: (GROUP B)

- Grade 10 students with last names starting with L-Z
- Grade 11 students with last names starting with L-Z

Entry Procedure:

- Enter the building through the doors by the bus pad, on Echo Drive or the main office doors.
- You must put on a facemask before you enter the building. Hand sanitizer will be available by all the entrances and exits.
- All students in grade 10 – 12 will proceed directly to their homeroom. Students cannot wander through the halls or congregate in large groups.
- Students will always walk on the right side of the hallway. Some rooms like the washrooms, library, cafeteria, weight room and offices have signs denoting maximum capacity. Please adhere to these numbers.
- Students must wait for teachers to dismiss them before putting on their masks and leaving classrooms.

SEMESTER 1 CALENDAR
Harrison Trimble High School 2020-2021

TRACK A: A to K (Maroon)

AUGUST						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
OCTOBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TRACK B: L to Z (White)

SEPTEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- September 7 – Labour Day
- October 12 – Thanksgiving
- November 11 – Remembrance Day
- November 20 – 9-12 Parent Teacher and Professional Learning
- December 4 – 9 – 12 Professional Learning,
- December 21 - January 1 – Christmas Break
- January 18-29 – Flex Days to Balance Schedules and Exam Week

Harrison Trimble High School

Procedures and Processes

Masks – Community masks will be worn by all students and staff whenever they move within the building. Masks do not need to be worn by students when sitting at their desks or by teachers when in their designated “teaching” area at the front of their classroom. The general rule is “If you stand up, put on a mask”.

Entering the Building – All staff and students are to enter the building from either the main entrance (in the staff parking lot), the front entrance (on Echo Drive) or the back bus pad door (on Norman Street). Doors will be locked 15 minutes after the beginning of periods one and four.

Exiting the Building – All students should exit the building at the nearest door, like how we exit during fire drills. Teachers to review with students during the first day of class.

Moving within the Building

- Signage has been placed around the building to inform and reinforce directions, maximum capacities, mask use, entrances, and exits.
 - Hallways – Movement in most hallways is two-directional, but all staff and students are to stay to the right side of the hallway.
 - The music/art hallway on the second floor is one directional as is the “cow pasture” on the third floor. For both areas, traffic is to move counterclockwise. Arrow depict direction.
 - Stairwells – Stairwells are marked as one-directional (except for the gym stairs where you keep to the right). The stairs at the teacher parking lot, student parking lot, and next to the guidance area are all for travelling downstairs. The front stairs, bus pad stairs and trades stairs located down the hall from the library are all for travelling upstairs.
 - Entering and Exiting Classrooms
 - Classrooms with two doors – all classrooms with two doors will have one door assigned for entry and one for exit. The entrance door will be the first door encountered as you walk down the right side of the hall. The exit will be the other door. As students exit, they go to the right. Doors will be clearly marked with signs. This is applicable to teaching and non-teaching spaces.
 - Classrooms with one door – teachers will ensure their current class is ready to leave when the bell goes. Students for the next class will not be permitted to enter until all students in the previous class has left the room.

Washrooms and Other Facilities

- All washrooms have a maximum capacity equal to the number of fixtures. For example, if a washroom has two toilets, the maximum capacity is two people. Signs at entry points indicate the maximum capacity for each washroom. This is for both staff and student washrooms.
- Photocopy rooms have a maximum capacity of one person except for the second-floor teachers workroom, which is set at a maximum of 2.
- The elevator has a maximum capacity of one. The only exception is if there is a student who requires EA support. Both the student and EA will wear a mask in the elevator.
- The main office has a maximum capacity of one guest. Staff are not to use the office as a short cut. Teachers are also asked to not send students to the office. If staff require assistance, they should contact an administrator directly.

Noon Hour Options – All options on school property require students to maintain a 2 m distance or to wear a mask if that is not possible.

- Leave the building – students are permitted to go outside at noon. They may stay on school grounds or they may leave school grounds
- Learning Commons – up to 40 students can be in the learning commons at lunch. Students must sign up to use the space. A teacher will supervise this area at lunch.
- Fitness Centre – up to 10 participants can be in the fitness centre at lunch. Students must sign up to use the space and will get first chance to sign up before staff. Students must stay at one station and clean that station before moving to the next area. Cleaning procedures must be followed. A teacher will supervise this area at lunch.
- Cafeteria – up to 50 students can be in the cafeteria at lunch. Students must sit in the chairs that are set out and cannot combine them. When all chairs are occupied, students must find another space to eat lunch. Students will not have access to microwaves. A teacher will supervise this area at lunch.
- Gym – up to 60 students can be in the gym at lunch. Students must sign up to use the space and may be sitting in a designated seat on the bleachers or participating in an activity. A teacher will supervise this area at lunch.
- **Field – up to 50 students can use the bleachers at lunch to either eat lunch, hang out or watch any activity that may be happening on the field. A teacher will supervise this area at lunch.
- **Courtyard – Up to 20 students can be in the courtyard at lunch. A teacher will supervise this area at lunch.

** These spaces are open depending on weather.

Resource and Guidance Areas

- Resource & Guidance- Only one student is permitted into each guidance office at a time. Students will be given appointments and a socially distance waiting area will be available. Resource rooms will have maximum occupancy signs posted.

Visitors to the Main Office

- Drop-in or unplanned visits by parents and guardians are not encouraged. Virtual or phone contact will be the primary method of communication. Face-to-face meetings would follow Health and Safety Directives.
- Any member of the community, including parents, volunteers, repair workers; public health nurses, social workers, etc., who enter the school during operational hours will be required to keep a physical distance of two metres and wear a community mask for their pre-approved appointment or time, in addition to all other health and safety measures, These practices should be explained prior to the visit and signage should be posted as well.
- Anything that needs to be dropped off for students will be left outside the office on the table and clearly labelled. Parents are asked to call and let the office know that they are dropping off an item at school. These items are to be left on the table outside the main office doors.
- There will be a daily log kept of all people coming into the building as well as the Absence Management Report. This will be kept in the office and updated daily.

Contact Information

It is vital that we have updated and current contact information for parents and guardians as well as an emergency contact. Parents will receive Student Information Profile sheets in the first two weeks of class for updating.

Cleaning Supplies

Will be monitored by Andrea Best and Yvan Pelletier daily to ensure all classrooms can offer sanitizing each day.

Self- Screening

Those who have two or more symptoms of COVID-19 must stay home and contact 811 to determine whether COVID-19 testing is required. If COVID-19 testing is required, individuals must follow Public Health advice for returning to school. If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed to do so by a health care professional. If tested, Public Health will inform the individual or parent (when a student is involved) when isolation may be lifted. See the following website for information:

<https://www2.gnb.ca/content/dam/gnb/Departments/hs/pdf/en/CDC/PosterCL.pdf>

Note: Students or school personnel who have been identified by their primary care provider as having asthma, seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded based on these symptoms.

Public Health information can be found on the New Brunswick Coronavirus webpage (click on Resource Awareness and then More Resources).

Adults in contact with students attending public school need to be hypervigilant about monitoring for symptoms as defined by Public Health.

See self-assessment: <https://www2.gnb.ca/content/gnb/en/corporate/promo/covid19.html>

Screening

Parents will ask their children the screening questions each day prior to attending school. The past practice of administering Tylenol/ Advil etc. and sending a child to school is strongly discouraged. Parents need to have a backup plan for when children are sick during the day. Parents need clear contact information for when kids are sick at school and need to go home.

Isolation Room/Sick Room

There will be 1 isolation room located in the main office area. The door will be marked with a sign when it is occupied. The room will be sanitized after each student leaves as well as cleaned by the custodian.

Outbreak Management Plan- We will be using Appendix K: Outbreak Management Plan to support our school when we have an outbreak. The plan will be updated to include information on COVID-19 and the control measures to follow when dealing with a suspected case of COVID-19. The Department of Education and Early Childhood

Development worked with Public Health to develop Appendix K

Emergency Drills (fire and lock downs)

All emergency drills will take place as normally planned. Emergency evacuation drills and lockdown drills will take place without physical distancing. Once the evacuation or lockdown drills are complete, physical distancing will recommence and Will be maintained during the re-entry of the school. Masks should be worn for all emergency drills but not to the detriment of the response to the drill.

Breakfast and Lunch Programs

Breakfast will be prepared by staff and students ahead of service. All members of the breakfast program will wear masks and gloves when preparing and distributing food. Students wanting breakfast will receive a prepared package with single use condiments. Our plan is to serve bagged lunches to students in need. Bags will be distributed at lunch by staff and student volunteers wearing masks and gloves.

Student workstations

Students will be required to clean and sanitize their work area in each classroom before the start of class. This includes desks, chairs, computers, and other equipment as required. Sanitation equipment has been purchased for the Physical Education teachers to clean equipment quickly between classes.

Communication Plan

We will continue to use School Messenger and the school website to update parents. There are a variety of social media platforms that will be used to communicate with students.

Student Drop Off

Teacher supervision begins at 8:00 AM. All doors to the school will be locked until 8:00 AM. Prior to that time, students may not enter the building before that time.

Upon entry, all students must make their way to a supervised area. This includes classrooms, cafeteria, or library while adhering the space maximums laid out above. Students may not gather in the hallways.

Sports

[NBIAA guidelines https://www.nbiaa-asinb.org/en/links/covid-19](https://www.nbiaa-asinb.org/en/links/covid-19)

Paraprofessional Information

Offices equipped with screens and maximums established for each room. Adults will be responsible for cleaning of their space.

Additional Safety Measures

Staff requesting additional PPE have been provided with the necessary equipment. This includes desk shields, face masks, sanitizers, and face shields.

This is a living document that will need to be reviewed frequently to assess how students function within these parameters.