

# Moncton High School

## Return to School Covid -19 Operational Plan September 3, 2020

Welcome Back MHS Families!

Welcome back, we miss our students and families! You have been in our thoughts over the summer.

The Moncton High Administration has been working with district office, the staff and core leadership to ensure a safe return to school for our staff and students. This document will provide an outline as the safety measures we will be instituting at Moncton High to ensure everyone is safe.

It's important for our school community to know that we are in a Global Pandemic and these are unprecedented times. Therefore, we feel this document is fluid and will change over time as we look at increased measures to ensure we mitigate risks.

We thank our families for your patience and understanding and we look forward to seeing the students next week.

It's important for students, parents and the school community understand that our job is to take all necessary measures to mitigate risks. Therefore, the first thing we have done has put in place a staggered entry. This staggered entry will help allow lower class sizes and in turn help us incorporate a better communication plan of how things will work at the school in smaller numbers.

- Students have not been in a traditional school setting since March 2020. As such, teachers will further personalize their approach to meet students where they are both academically and emotionally.
- Teachers are responsible for their entire class – whether students are physically present or engaged in blended learning activities.

### **STAGGERED ENTRY**

Attention Students, Parents and Guardians:

We would like to begin by thanking students and families for their flexibility and patience as we start school up during this unprecedented time. We are all learning as we go and doing our best to ensure the health and safety for our entire school community.

The Department of Education and Early Childhood Development has permitted across the K-12 levels the autonomy for each school to apply a staggered entry. This staggered entry is a fantastic way to reduce numbers and help us ease in the transition.

Covid-19 prevented us from having a grade eight-day last spring for our feeder schools. During this day our students from Edith Cavell, Sunny Brae, Lewisville and Shediac Cape would typically have gotten the chance to get familiar with

our big high school. Therefore, by having this new staggered entry schedule, it will help us have smaller, spatially distanced gatherings, as part of a grade nine-day.

In addition, this new schedule will allow our grade twelves the first opportunity, with respect to course changes. Grade twelves will be finishing their public education journey and will be moving on to post-secondary institutions, so we need to ensure that they have the necessary courses for this transition.

Student orientation will take place in a staggered manner as mentioned in the above part of the document. Students will have to self-monitor their health and communicate effectively with staff and parents if they exhibit any signs or symptoms of ill health. Information can be obtained by public health at: [gnb.ca/coronavirus](http://gnb.ca/coronavirus)

Tuesday, Sept 8th	Wednesday, Sept. 9th	Thursday, Sept.10th	Friday, Sept. 11th
Grade 9 Track A Purple Group (Adams to Killam)	Grade 9 Track B White Group (Kim to Zwicker)	Grade 10 Track A Purple Group (Adams to Killam)	Grade 10 Track B White Group (Kim to Zwicker)
Grade 12 Track A Purple Group (Adams to Killam)	Grade 12 Track B White Group (Kim to Zwicker)	Grade 11 Track A Purple Group (Adams to Killam)	Grade 11 Track B White Group (Kim to Zwicker)

**Tracks**

We are asking parents and students to please not panic in terms of the track their child is in. We have received well over one hundred requests to switch students into another track because of friends, issues with drives, anxiety, etc. The issue has become so grave for some parents that they are considering a last name change. These are drastic and severe measures, so we strongly encourage families to wait patiently over the first couple of weeks to see how things settle.

Exceptions to this general rule may need to take place. To request a track change it will have to take place through a formal application process. Within the application there will be a section with the reason and rationale for the need to change. This application does not mean that a change will automatically take place. It will allow, for what we feel is an equitable and systemic way, to hear your concerns.

**PLEASE REMEMBER – Do not forget:**

- Water bottle: the water fountains have been changed to fill stations in order to follow health and safety guidelines. Students will need to bring their own water bottles.
- Masks – In order to get on a bus or attend school, students must wear a mask. Families must provide their own mask.
- Parent Meetings – Appointments only. We are not meeting with parents as walk- ins.
- Cafeteria Services will not commence until September 14th. In addition, we will not have our microwaves available, nor will we have our breakfast programs and lunch support programs in place at this time. Please remember to send your child with a lunch.

# SEMESTER 1 CALENDAR – MONCTON HIGH SCHOOL 2020-2021

## TRACK A: ADAMS TO KILLAM (Purple)

## TRACK B: KIM TO ZWICKER (White)

AUGUST						
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30	31					

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY 2021						
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|---------------|---|
| September 7   | Labour Day                                    |
| October 12    | Thanksgiving                                  |
| November 11   | Remembrance Day                               |
| November 20   | 9-12 Parent Teacher and Professional Learning |
| December 4    | Gr 9 – 12 Professional Learning,              |
| December 21   | Christmas Break                               |
| January 18-29 | Flex Days to Balance Schedules and Exam Week  |

## **COMING TO SCHOOL**

### **SCREENING**

- How to Self-Monitor – The staff will be presented at school start-up. (see awareness resources in the links provided in the return To Schools Document) .This can be found on the Provincial and District website
- Designate – We have put in place an isolation area in the main conference room in the guidance area. If students exhibit two or more symptoms they are to go to this room (following transition guidelines) where they will get a chance to call home, get their temperature taken and record that they attended the room. The room is equipped with a digital thermometer and a duo tang to record the time , date and other pertinent and important information. This information is extremely important as it will help serve as a document for contact tracing.

### **PERSONAL HYGIENE ETIQUETTE**

- Students will wear masks in all common areas. Bus, hallways, washrooms. Students should not have their masks off in the school unless they are eating lunch and are in classes under teacher supervision in which social distancing can be established and teachers can give them the go ahead to remove their masks.
- Signage with personal hygiene will be posted. (handwashing signs, etc.). These are posted and laminated throughout the school
- Students when entering and exiting the class will be required to use the hand sanitizer on their hands for cleaning before and after class. At the end of the class the students will help by using some disinfectant on a piece of paper towel and will help by wiping down their desk. Teachers are going to be doing the same thing. Once again this will mitigate risks. This will also establish an in this together culture of keeping safe.
- Identify frequently touched services to custodial staff to ensure cleaning as outlined under the Cleaning and Disinfection Standards.

### **BUILDING ACCESS**

- Secure all doors: All doors are locked at the MHS facility. The only entrance in that we will be using is the front door system. Doors are locked all day for safety reasons.
- Entry & Exit– We are 99% bussed and because our busses arrive from shortly after 7:30 up until 9:05 they are staggered enough that we still only need to use the main entrance. With our new school we have a large entrance with three sets of double doors, that's six in total. The right side door going in is the door students use entering and they will be adequately socially distanced by having three double sets doors. When students exit the building once again they use the right side door which once again allows for the same social distancing and a safe and secure way to leave.
- At the end of the day we will have approximately six hundred students exiting at once so we will send the grade 12 students out the gym entrance , the grade elevens will exit at the end doors of the trades wing and the grade tens will exit with the grade nines at the main entrance/exit . This designate points of exiting by grade will reduce the congestion.
- At the parent loop, students will use the main front entrance . Students driving to school will use the gym entrance/exit when leaving at the end of the day but will enter through the main doors upon arrival.

### **MAIN OFFICE**

- Mandatory Sign in/out required at school office: Visitors - Include Name, Phone Number, Time In, Time Out, Purpose. Supply Teachers/Casual Staff - Name, Time In, Time Out, Name of staff member replacing.
- Front office visitor Logs – We will maintain a log that includes name of student/staff interaction and is to be left at the school office.

- Admin Office Area: A maximum occupancy of 2 people in the waiting area at any time based on physical distancing requirements, this will still be tight to physical distance so masks are required. Only administrators and admin assistance have access to the photocopiers in the main office to limit interactions. Files will be requested through email and pick up from the front counter. Maximum capacity of 10 across the four main offices.
- Item Drop Off – Signage (to ring the doorbell upon arrival), visitor writes name on items and leaves items on the counter at the entry. Items will be picked up by student, staff etc.
- Drop off and late students – Students must enter the main entrance (buzz in), report to the main office and sign -in.
- Upon arrival, students are required to go directly to their first period class . We would prefer them going to their homerooms, but our homerooms are comprised alphabetically, and we cannot properly socially distance if we go with this. Homeroom will be predominantly virtual. In incidents where teachers have not yet arrived (contractually responsible to be in their rooms half an hour before classes start) students will wait in common areas with masks on socially distancing. Duty supervisors will remind students should they not be far enough apart or not wearing their masks. Failure to wear masks can lead to punitive measures including possible suspensions.

### **TRANSITION TIMES**

- Washrooms – Maximum occupancy by washrooms. Main washrooms will have a maximum of 5; if and markings are in place to indicate waiting spots. Masks are required in washrooms (signage installed and more signage to come)
- Hallways – Students will be asked to bring their books for all their classes for the morning and then the afternoon to limit the number of students that will go to their lockers. The hallways will be divided in two-way direction. Students will be told to always stay on the right-side single file. We should not see students walking two or more abreast. Our halls are very wide which will allow for natural separations. The halls have markings on the floor reminding of spatial distancing. In addition, there are cones in all hallways similar to a dividing line on a highway to create a natural two way walkway system.
- Stairwells – Stairwells are both directions because our stairwells are very wide, and we can socially distance. Many schools have created one way because they are older schools with smaller hallways, so they have very little choice. Students are taught to stay on the right side of the hallway single file.

IMPORTANT – Processes and procedures will be discussed the first week and enforced for consistency. Student government are providing videos for the first week of school to help with this/

### **CLEANING AND DISINFECTION PROCEDURES**

- Designated staff member Mr. Kevin Ashe has taken on an extra responsibility to be our Covid-19 supplies. Mr. Ashe is in constant collaboration with our Custodians and the school administration to ensure we always have adequate supplies well before we run low. District office has been excellent in ensuring supplies are monitored as well.
- Sanitization Stations – They are provided for the main entrance, some in hallways and in each classroom
- Washrooms – Limited occupancy, masks are required, soap dispensers and sanitizing station are installed.
- Areas of frequent use like gymnasiums will be getting electrostatic sprayers . They will be cleaned to the same standards as the rest of the building. These sprayers however will help with these large areas to help mitigate risks.

**MAX NUMBER BY ROOMS - (Subject to adjustments)**

- Resource Rooms (4)
- Guidance Area – Six offices (12) (maximum of 2 in each office)
- Conference Room Main Office (10)
- C&Y (ISD) (2)
- Student government room (8)
- Staffroom – Lunch area (12) Supplies area and mailboxes (12) Masks must be worn

- These numbers can increase if the proper social distancing can be maintained. Once the social distancing cannot be maintained the masks will need to be out back on.

Location	Risk Type	Level	Control	Monitoring
Entrance	Lack of social distancing due to the large number of students entering at once.	Low-Medium	Students will be wearing masks. Signage - Social Distancing will be asked to be followed. One-way traffic flow Sanitizing stations Physical distancing dots	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meeting. Immediate concerns will be brought to the attention of administration
Exit	Over-crowding due to many students exiting all at once.	Medium	Students will be released from classes by grades. Signage Students will be wearing masks. Social distancing Wide Hallways Multiple exits Sanitizing stations	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meetings Immediate concerns will be brought to the attention of administration
Administration Office	Meetings with public. Access to files Front counter interactions	Low	Social distancing Physical barriers (plexiglass) Limit entry in the office area. Restricted use of photocopier and files. Signage	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meetings Immediate concerns will be brought to the attention of administration

Hallways	Physical distancing Accessing lockers while hallways are busy. Students congregating	Medium	Directional floor signage Students and personnel must wear masks. Signage on social distancing Staff will monitor	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meetings Immediate concerns will be brought to the attention of administration
Stairwells	Railing Congestion	Medium	Students and personnel must wear mask. Signage Wide Hallways	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meetings Immediate concerns will be brought to the attention of administration
Elevators (if applicable)	Touching buttons Key operated Confined space	Low	Only specific students use the elevator Clean regularly – elevator and key Sign in/out key Limit usage of 2.	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meetings Immediate concerns will be brought to the attention of administration
Staff Washrooms	High touch areas- taps and soap dispensers, door handles	Low	Maximum capacity (1) Sanitation/Cleaning products provided Masks will be worn Proper handwashing signage Mask do not have to be worn.	Workplace Health and Safety Committee will review monthly. Staff feedback at monthly staff meetings Immediate concerns will be brought to the attention of administration



Student Washrooms	High touch areas - taps and soap dispensers  Potential congestion during peak times	Medium	Provide extra soap and paper towel dispensers  Regular cleaning throughout day  Masks will be worn  Proper handwashing signage/physical distancing  Maximum of 5  Extra garbage cans added.  Extra soap dispensers  Signage – Hygiene, “Wait Here” and Max capacity.	Workplace Health and Safety Committee will review monthly.  Staff feedback at monthly staff meetings  Immediate concerns will be brought to the attention of administration
Staff Room	High touch areas – taps and soap dispensers, door handles	Low	Regular cleaning (sanitation products provided)  Masks will be worn unless sitting to eat  Rearrange furniture for seating capacity if we find its an issue	Workplace Health and Safety Committee will review monthly.  Staff feedback at monthly staff meetings  Immediate concerns will be brought to the attention of administration
Photocopy Rooms	Hard Surfaces (buttons, screen, tables, photocopier parts)  Small rooms	Low	Physical distancing  Masks /PPE must be worn  Sterilization/Cleaning products in each room – Wipes will be placed by all photocopier.	Workplace Health and Safety Committee will review monthly.  Staff feedback at monthly staff meetings  Immediate concerns will be brought to the attention of administration

Gym	Gym equipment (cleaning)	Medium	<p>Maintain physical distancing</p> <p>Sterilization/Cleaning products for gym equipment</p> <p>Weight room will be required to wear masks and clean equipment after each use. The maximum capacity is 18 for the Fitness room. The cleaning procedure will be posted.</p>	<p>Workplace Health and Safety Committee will review monthly.</p> <p>Staff feedback at monthly staff meetings</p> <p>Immediate concerns will be brought to the attention of administration</p>
Classrooms	<p>High touch areas (eg: tables, shelving, door handles, windows)</p> <p>When applicable: Computer devices (keyboard, power buttons, mouse)</p> <p>Enter/exit</p> <p>Physical distancing while seated</p> <p>Physical distancing in group work</p> <p>Distribution and cleaning protocols for shared resources (ie: calculators, scientific equipment, pens/pencils, pencil sharpener)</p>	Medium	<p>Physical distancing</p> <p>Sterilization/Cleaning products in each room</p> <p>Teacher established protocols for entering and exiting</p> <p>Directional arrows on floor where appropriate</p> <p>Physical barriers where appropriate</p> <p>Teacher established policies and procedures for cleaning student areas/surfaces/shared resources before exiting the classroom</p> <p>Reduced student population- Tracks</p>	<p>Workplace Health and Safety Committee will review monthly.</p> <p>Staff feedback at monthly staff meetings</p> <p>Immediate concerns will be brought to the attention of administration</p>

Learning Commons	<p>Students touching books/stacks</p> <p>High touch areas (eg: tables, shelving, door handles, windows)</p> <p>Computer devices (keyboard, power buttons, mouse, printer)</p> <p>Photocopier/printer contact</p> <p>Enter/exit</p> <p>Room capacity</p>	Medium	<p>Establish Room Capacity (40)</p> <p>Physical distancing</p> <p>Masks/PPE must be worn</p> <p>Sterilization/Cleaning products in each room</p> <p>Identified Entrance and Exit doors</p> <p>Floor signage and traffic flow indicators</p> <p>Limited seating capacity.</p> <p>Reduced student population</p>	<p>Workplace Health and Safety Committee will review monthly.</p> <p>Staff feedback at monthly staff meetings</p> <p>Immediate concerns will be brought to the attention of administration</p>
Locker Rooms	<p>Smaller area</p> <p>High touch surface areas</p>	Low	<p>they will have to wear a mask.</p> <p>Signage</p> <p>Locker use – requires wipe down each time</p> <p>Teacher to establish protocol for cleaning locker room with students</p>	<p>Workplace Health and Safety Committee will review monthly.</p> <p>Staff feedback at monthly staff meetings</p> <p>Immediate concerns will be brought to the attention of administration</p>
Lunch	<p>Social distancing</p> <p>Congregating</p> <p>Enough location to eat.</p>	Medium-High	<p>The cafeteria will have designated seating maximum capacity of 200. Approximately. This will mean 4 per table</p> <p>Half of the classrooms will be designated eating area for students. These will be supervised by teacher/monitor.</p> <p>The campus is closed for grade 9s and open for the other grades.</p>	<p>Workplace Health and Safety Committee will review monthly.</p> <p>Staff feedback at monthly staff meetings</p> <p>Immediate concerns will be brought to the attention of administration</p>

Cafeteria	<p>Room capacity</p> <p>High contact surface areas (eg: tables, microwaves, chairs, food trays)</p> <p>Physical distancing while lining up for food service</p> <p>Physical distancing while seated</p> <p>High</p> <p>Population/Density times of the day</p>	Medium	<p>Room seating capacity (4 students per table)</p> <p>Physical distancing</p> <p>Masks/PPE must be worn until seated and earting</p> <p>Sterilization/Cleaning products at each table (No microwaves to start). Info to follow</p> <p>Identified Entrance and Exit to the cafeteria line up for purchasing food</p> <p>Floor signage and traffic flow indicators</p> <p>Identified eating areas</p> <p>Staff supervision during non-instructional times (morning, lunch, breaks)</p> <p>Reduced student population</p>	<p>Workplace Health and Safety Committee will review monthly.</p> <p>Staff feedback at monthly staff meetings</p> <p>Immediate concerns will be brought to the attention of administration</p>
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**When a student becomes sick during the day:**

Action	Details
<p><b>The student will immediately put on his/her non-medical mask</b></p> <p>The student will be escorted to a supervised designated location for isolation. Teacher calls main office , Designate will go to the class</p> <p>The family is contacted to arrange transportation for their child</p> <p>Parents are to call 811 or their health care provider to arrange testing</p> <p>The areas the student occupied (classroom, isolation room, washroom) are immediately cleaned. Admin to inform custodian</p> <p>Public Health is responsible for contact tracing and notifying contacts</p> <p>Public Health informs of next steps which may include:</p> <p>Ordering an individual to self-isolate</p> <p>Ordering groupings to self- isolate</p> <p>Ordering student population to self-isolate</p> <p>Informing the Principal of a positive case in the school</p> <p>Notifying a patient of when he /she can return to school</p> <p><b>*It is important to note that a test may be negative. Names of those who are tested are not released.</b></p>	<p>If a student becomes ill or displays symptoms consistent with COVID-19, the student must inform the teacher, put on his/her non-medical mask, and prepare to leave the classroom. The student will collect belongings while the teacher informs the office of the situation. The student will come directly to the office and will be escorted to the Guidance conference room. This will function as a comfortable isolation room while the student waits for a parent / guardian to arrive.</p> <p>The Administrative Assistant will contact the student’s family and arrange for the student to be picked up as soon as possible. The parent will contact the school by phone upon their arrival and the student will be escorted outside. The parent should call 811 or his / her own health care provider for advice. A student must remain home until free of symptoms.</p> <p>The area will be cleaned and disinfected after use.</p>

**When a staff member becomes sick during the day:**

Action	Details
<p><b>The staff member will immediately put on his / her non-medical mask</b></p> <p>The staff member will notify the office that he/she will need to leave</p> <p>The staff member will proceed to the isolation room</p> <p>The staff member will leave the building as soon as possible</p> <p>The areas the teacher occupied (classrooms, isolation room, washroom) are immediately cleaned</p> <p>The staff member calls 811 or their health care provider for advice</p> <p>Public Health is responsible for contact tracing and notifying contacts</p> <p>Public Health informs of next steps which may include:</p> <ul style="list-style-type: none"> <li>Ordering an individual to self-isolate</li> <li>Ordering groupings to self- isolate</li> <li>Ordering student / staff population to self-isolate</li> </ul> <p>Informing the Principal of a positive case in the school</p> <p>Notifying a patient of when he /she can return to school</p> <p> </p> <p>*It is important to note that a test may be negative. Names of those who are tested are not released.</p>	<p>If a staff member becomes ill or displays symptoms of COVID-19, he / she will immediately put on a mask and contact the office to inform the Administration of the situation. The staff member will be required to leave the premises, minimizing contact with all people and objects on the way out of the building. If unable to leave immediately, he /she will be required to stay in the designated isolation room. The staff member will be instructed to call 811 or his / her personal health care provider.</p> <p>All teachers have prepared Emergency Substitute Plans. Efforts will be made to engage a substitute teacher who will complete the remainder of the day's class.</p> <p>The custodial staff will begin the appropriate cleaning procedures in areas the teacher visited. The students may need to vacate a room during cleaning. If there is no vacant classroom, they will go to the cafeteria where physical distancing is easily managed. It is strongly recommended that students wear a non-medical mask during this time and practice hand hygiene.</p>

Art Room	Students will wash / sanitize their hands at the beginning and end of class. When possible, students will use their own tools during class time. Teachers will ensure students have designated time at the end of class to sanitize desks, chairs, and tools.
Music Room	<p>Students will wash / sanitize their hands at the beginning and end of each class. When possible, students will use their own instruments during class time. School instruments on loan to a student, must only be used by that student for a designated period.</p> <p>The teacher will provide the paper towel and sanitizer and build time into the instructional period to complete these tasks. Students who have their own instrument may use it following cleaning protocol. Individual music rooms are not available currently.</p>
Break Out Rooms and resource rooms	Seating stations are clearly marked for High School students who are asked to sanitize their hands upon entry and exit of these rooms. Students are asked to sanitize their desk, chair, and computer (if used) prior to use and prior to leaving.
Changing Rooms	Students must sanitize their hands prior to entering the changing room and upon exiting the room. Students are asked to maintain physical distancing while in the room and wear a non-medical mask.

- All messaging supporting the Operational Plan will be communicated through various platforms including school website, School Messenger (voice mail and email), school announcements etc.
- Reminders of Personal Hygiene Etiquette and Public Health expectations are posted throughout the building and will be included in consistent reminders using various platforms.
- Posted reminders to sanitize hands prior to entering areas where equipment is shared – including Shop. Gym.
- Administration maintains ongoing communication with Occupational Health and Safety Co-Ordinator and Director of Schools.
- Orientation, policy, and procedural reviews are kept at the school level.
- Duty Supervision will be competent and sufficient to ensure school personnel, students, and visitors comply with the policies, procedures and processes communicated.
- Duty Supervision will be enhanced to assist with student adjustment to increased Public Health expectations within the school setting.
- Ongoing communication from the Administration to school personnel the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19.
- Online messaging directed to students, school personnel, and community members will begin the week of August 31.
- Orientation sessions will be held with school based Joint Health and Safety Committee, PSSC, and School Leadership Team during the week of August 31.
- Orientation sessions will be held with students in classrooms by teachers the first days of school.
- This information will be reinforced regularly and updated as directed by Public Health, EECD, Work safe NB (WSNB), the Department of Education, and the Office of the Superintendent.
- School personnel, students, visiting professionals, supply teachers, casual employees, parent / guardian, and school community are included in this communication plan.