

Harbour View High School

Operational Plan

Graduation Plan –2021

- Students will be assigned a time to receive their diploma.
- All guests will be listed along with contact information for the group. This will allow for contact tracing. They will provide this information prior to the event using a Form through Office.com. This list will be verified upon arrival and changes recorded by staff.
- 5 bookings slots will be available for each 10-minute time period beginning at 1:00pm
- Staff will be present to meet vehicles as they enter the parking lot. Graduates/guests will be directed to stay in the vehicle until permitted to move to the next area.
- Staff at entrance will use two-way radio to communicate who has arrived – and to receive direction on when they are permitted to move to the next area.
- Diplomas will be placed on a table by a staff member – and the student will retrieve the diploma before moving into position for photos.
- Screening questions will be email to all graduates/families on June 23rd for self-screening.

Plan A (Yellow/Orange Phases – good weather)

- June 24, 2021, 1:00 – 7:00pm
- Outside event – Max 50 people gathered any given time (including staff, students, families)
 - If we are in Orange, guests will be limited to two per student as the outside limit is reduced to 25.
- 1 vehicle/graduate with a maximum of four guests will park in the Staff Parking Lot off of Brunswick Place
- Graduate and guests will walk toward the front of the school at their assigned time
- Everyone present must be masked and maintain physical distancing from those not in their Steady 15.
- Guests will stay in the designated area to the right of the marked line while graduates will walk on the carpet to the left.
- Graduate will be announced, walk toward the main steps of the school, retrieve their diploma, and stand on the stage for photos with principal
- 6' distance will be maintained for photos – masks may be removed
- After photos graduate can join their guests, walk down the steps to Douglas Avenue and walk back up Brunswick Place to get back to their vehicle.
- Those unable to use the stairs will continue along the front of the school, enter through the door Bus Parking Lot doors, and exit through the Staff Parking Lot door to return to their vehicle.
- Staff will be situated at the top of the stairs, at the midway point, and on the sidewalk on Douglas Avenue to ensure crowds are not gathering.

Plan B (Yellow Phase - inclement weather)

- June 24, 2021
- Indoor event

- 1 car/graduate will park in the Staff Parking Lot off of Brunswick Place
- Graduate and guests will enter through the Staff Parking Lot Door.
- Everyone will sanitize their hands upon entry
- Masks are mandatory
- 2m physical distancing must be maintained between Steady 15 groups
- Graduates and guests take stairs (or elevator if necessary) to second floor.
- Elevator capacity is 2 maximum – with masks, within Steady 15 groups
- Graduates enter Auditorium through first door (left). Guests enter through main doors. Staff will be present to provide direction to graduates and guests.
- Graduate crosses stage, stops for photo, exits up right-hand aisle joined by guests and exit the auditorium.
- Masks required for photos when indoors.
- Graduates and guests will exit using the front doors of the school. Those requiring an elevator will exit through the Bus Parking Lot doors.
- Staff will be present at all doors to direct traffic flow.
- Guests and graduates will walk around the front of the school to return to their vehicles.

Plan C (Orange Phase - inclement weather)

- Plan A moved to June 25, 2021

Plan D (Red Phase - inclement weather)

- Diplomas will be mailed to graduates