



Alexander Galt Regional High School
2020-2021 School Year

Detailed protocols under global pandemic conditions.

*Working Document - November 12, 2020

Additional Information:

<https://www.quebec.ca/en/education/back-to-school-plan-fall-covid-19/>

Introduction

Since Mr. Roberge's announcements that Quebec students would be returning to school full-time this fall, the AGRHS team has been working to establish healthy and safe practices which will help to protect all members of our community to the best of our ability. These protocols and expectations were developed to help protect the health and safety of our Alexander Galt family as well as to minimize the risk of transmission should we have a confirmed COVID-19 case in our school community.

Please be aware that these protocols may change as the COVID situation evolves and we have updated information from the government.

This document remains a working document and takes into consideration our obligations under government directives as well as available resources and constraints.

Sanitation & Physical Distancing Measures

Government decrees are implemented in the interest of public health and are applicable in the general community as well as in the school. Varying circumstances may apply to each context. Personal decisions to not comply with the decrees outside of the school do not justify non-compliance of the rules under the decrees within the school.

- Regardless of personal relationship, no touching is permitted while at school or on the bus (ie. hand holding, hugging, kissing, etc...). This applies regardless of whether students are from the same Home Base (bubble) grouping or not.
- Sharing of food, drinks, and personal items is not permitted.
- Hands: Everyone is required to sanitize their hands upon entering the school, prior to changing locations, before and after

using the restroom, before entering the classroom, before eating and before getting on the bus.

- **Under Green, Yellow or Orange Zone Conditions:**

- Masks: Everyone (staff, students, visitors) is required to wear a mask in all common areas. Masks may be removed once the student is seated in their classroom or when seated while eating or drinking.

- **Under Red Zone Conditions:**

- Masks: Everyone (staff, students, visitors) is required to wear a mask at all times except for when seated and eating in the designated location.
- *Students are only permitted to eat in their classroom while seated at their assigned desk.

Masks should:

- ☐ fit comfortably without large gaps or openings on the side.
- ☐ cover both the nose and the mouth.
- ☐ not have air vents.
- ☐ be laundered each day.
- ☐ disposable masks should be changed after 4 hours of use.
- ☐ it is advisable to always have a spare mask(s) on hand.

Under Green, Yellow or Orange Zone conditions:

- Physical Distancing: Students are to maintain a distance of 1m between other students from outside their Home Base group. Staff and students are to maintain a distance of 2m (when this cannot be maintained, both parties must be wearing a mask). Adults must maintain a distance of 1.5m where seated & not interacting (ie. observing a performance in the Auditorium) or a distance of 2m when interacting.

- In specialized rooms such as PASS, Hub, or Resource where students may be from different Home Base groups, students will be required to sit 1.5m apart and must wear a mask when not seated at their assigned desk.
- Particular distance measures will be applied in exceptional cases involving high needs students whose limitations impact their ability to apply protocol (ie. tolerate wearing a mask).

Under Red Zone conditions:

- Physical Distancing: Students must maintain a 2m distance between other students from outside their Home Base group. Staff and students are to maintain a distance of 2m (when this cannot be maintained, both parties must be wearing a mask).
- Within the limited conditions where a mask may be removed (ie. specific Phys. Ed. activities), students must remain 2m apart even when within their Home Base group.
- In specialized rooms such as PASS, Hub, or Resource where students may be from different Home Base groups, students will be required to sit 2m apart and must wear a mask at all times (apart from when assigned to Hub during lunch, at which point they can only remove the mask while eating or drinking at their assigned desk).

Under all Colour Zones:

- Fountains: Drinking fountains (spout) will be closed until further notice. Refillable water bottle filling stations are available and students will need to bring their own refillable water bottle. Students are encouraged to fill their water bottle prior to leaving home.
- Any room used by different home base groups must be sanitized between groups.
- Cafeteria: Cafeteria services will be available for the sale of lunch, beverages and snacks. Vending machines will

be closed until further notice and items will be sold through the service line. After purchasing food, students must return to their classroom to eat. All individuals must use the hand sanitizer before entering the service line (and must keep their mask on).

Until further notice, the Home Base classroom is the designated eating area for all students. Students may interact with friends in the cafeteria space but must wear their mask at all times (no eating).

Attendance

- As per government regulations, school attendance is compulsory.
- Students meeting the requirements for medical exemption must submit a request to the school board and once approved, education services will be provided through the school board via distance learning. Questions pertaining to medical exemptions should be directed to the Pedagogical Services department of the school board.
- Parents may also submit a request to homeschool should they not want their child(ren) to return to school. Information pertaining to the process to request Homeschooling may be found at:
<http://www.etsb.qc.ca/homeschooling-2/>
- As always, **students who are ill should not come to school.** Anyone presenting with **symptoms of Covid-19 cannot come to school.** A government guideline document to assist in recognizing the symptoms and determining the steps to follow can be found at:
<https://drive.google.com/file/d/1ZJ3y7qInpA0OZosMczP2h6a5NlauXNJS/view?usp=sharing>
- As per government guidelines, should a student become ill during the school day, there will be an isolation room available. When this happens the government [COVID-19 protocol](#) will be followed. Parents are obliged to make arrangements to immediately pick their child up at school upon being notified. Students presenting symptoms of Covid-19 cannot be sent home on the bus.

School Organization

- All students in levels 1 through 3, including Challenges, MAPs, 15+, & WOTP, are organized by Home-Base group, remaining together for all classes. Physical presence in all classes is required.
- Organization varies by strand at level 4 & 5. Students are organized by Home-Base group, remaining together for all classes provided physically on-site. Where common course needs permitted, these strands follow all classes on site. Where varied course needs required, these strands follow a mix of courses delivered physically on-site as well as courses delivered by distance. Thus, some groups are physically at school the full 9 days of the cycle, other strands are physically at school 7 of the 9 days of the cycle, and some strands are physically at school 6 of the 9 days of the cycle. This will be confirmed in the student's timetable.
- Students will remain in the same classroom while teachers will move from one classroom to another.
- Exceptionally, the group may move as a unit for some specialized classes (ie. Gymnasium for PE).

Under Red Zone Conditions:

- Levels 1 & 2, Challenges, WOTP and 15+ will follow their regular schedule of physical presence at school.
- Levels 3-5 will follow a hybrid service model, attending school physically 50% of the time and engaging in distance learning classes 50% of the time.
- The Red Zone AGRHS Schedule applicable to levels 3-5 can be viewed at the following link:

<https://drive.google.com/file/d/1nfJMKVW8z9h10Q01-t1Loo82v88AGtg5/view?usp=sharing>

Expectations of School Provided Distance Education:

- All classes follow the AGRHS Cycle Calendar and timetable ([MAPs & Regular](#) ; [Challenges, 15+ & WOTP](#)).
 - **Students are expected to be present online during the assigned time in the schedule. Attendance will be taken and recorded in report cards.**
 - Exceptional situations where the student is unable to participate in the live virtual class, the parent is expected to call in the absence to the House Office as per usual school protocol.
 - Absences from Distance Learning classes that have not been justified by the parent will be treated as unauthorized/unjustified absences as per usual school protocol.
 - Classes will follow the MEES Guidelines of Distance Learning (For each 75 minute class: approximately 40 minutes teaching; 20 minutes working autonomously; 15 minutes teacher availability)
 - Expect overlap of the sections of instruction (ie. use of breakout rooms in distance education to facilitate individual or small group instruction and assessment).
- Depending on the course of the pandemic, conditions permitting, there may be times where individual sections are required to physically come to school. This will be confirmed in advance to students as well as to parents via email.
- As explained in the October Newsletter, the government expects the parent(s) to assume the responsibility of internet access for learning purposes. [October Newsletter](#)

Reporting of Absences

School attendance is legally mandatory. Any absence from school must be justified by the parent/guardian. **Should your child be demonstrating**

Covid 19-related symptoms or have received a diagnosis, it is important to share this information with the school. These procedures are explained fully later in this document and apply equally whether attending school via Distance Learning or in person.

Measures to Reduce the Risk of Cross-Contamination

- All staff are required to self-check and to submit a report to their supervisor daily.
- Parents are asked to verify the health of their child daily before sending them to school (refer to the reference document shared above).
- Until further notice students will not be permitted in the building prior to 8:30 a.m.
- Exceptionally this year there will be two drop off points for school buses. Students whose Home Base classroom is in Yellow or Orange are to get off the bus at Door 2. Students whose Home Base classroom is in Blue or Green are to get off the bus at Door 16.
- Students must respect physical distance measures and may only enter the building one at a time, sanitizing their hands upon entering.
- All students are required to go directly to their Block One classroom upon arrival. Stopping at lockers is currently prohibited. Locker use is not permitted at this time. **If implemented**, locker assignment and procedures will be further explained by the teacher.
 - Students will be assigned a locker from a bank of lockers reserved for their assigned classroom.
 - Students can only use lockers assigned to them. Unauthorized use of lockers will result in the lock being cut off.
- Only material essential for classes and school activities should come to school.

- Each student will be provided with a plastic bin to support the organization of their school materials inside their home-base classroom.
- Students should have their own supplies. The sharing of school supplies will not be permitted.
- Any school equipment that exceptionally requires sharing must be sanitized between use.
- In an effort to minimize the potential for transfer of the virus between home and school, you may anticipate some learning tools being restricted to home or school use. More specific details will be communicated as we move forward.
- Until further notice student lounges will be closed or will have specific schedules with identified group access.
- After-school extra-curricular activities are suspended while under Red Zone conditions.
- Access to the gyms and locker rooms during lunch hour is restricted and specific protocols will be applied dependent upon colour Zone conditions.
- Recess and lunch will be staggered until further notice to reduce the number of students circulating at the same time.
- During the lunch hour, students may remain in their classroom and hall supervision will be in place. While the weather is nice, students are encouraged to go outside as much as possible. Exceptionally, until further notice, the Out of Bounds areas will be adjusted to allow for Sec. 1-3 (including Challenges, Maps & 15+) to use the lower fields and Sec. 4 & 5 & WOTP to use the upper field. **Make sure to clean up after yourselves.** Students will be made aware through the daily announcement of any additional common spaces that may be opened.
- Microwaves will not be available for use - students must bring lunches that do not require heating or may purchase lunch from the cafeteria.

- Until further notice, the classroom will be the designated eating area for recess and lunch. The cafeteria will be reserved as an area for students provided they respect physical distancing and wear their mask at all times. Passing items between students cannot be permitted.
- Presence of Visitors (not staff or students of AGRHS) will be limited.
 - Meetings involving outside parties will take place virtually as much as possible.
 - Exceptionally where physical presence is necessary, an appointment scheduled in advance will be required.
 - Any visitor arriving on campus will be asked to confirm their scheduled appointment and upon entering the school must wear a mask, sanitize their hands and immediately report to Central Office.
 - Food delivery services will not be permitted on campus.
 - Only authorized individuals are permitted on campus and in the school.
- Dismissal will be staggered and there will be two bus stop locations, one at the front and one at the back of the school. For students whose bus is parked on the same side as their classroom, they exit the school via their classroom's emergency evacuation route. For students whose bus is parked on the opposite side of their 4th block class, those in Yellow-Orange would be required to exit the school via the 2nd floor and exit Door 16 , those in Blue-Green needing to go to the front would exit via their usual evacuation route and cross via the outside courtyard. **Remember, always respecting 1m distance & wearing a mask (Green/Yellow/Orange Zone status) or 2m distance & wearing a mask (Red Zone status).**
- Circulation in the school:
 - Hallway and stairwell circulation is restricted to single file and "keeping to the right" (respect the posted signs). If conditions do not permit you to pass and to respect distancing, you will need to wait until the other person clears the way.

- Roaming the halls or gathering in the hallways is not permitted. Circulation in the halls is only for the purpose of getting from 'A to B'.
- Centre block main stairwells are closed to students, apart from those students needing to access student services, central office, Mr. Martel, or at a later date, the auditorium.
- Access to the gym will be via the Yellow Rear Stairwell (by Mr. O's music class). Exiting the gym area to return to classrooms will be via the Green Rear Stairwell (by Mr. Benson's music class).
- Unless required for a class or to access the cafeteria*/library/central office, during the school day students are to remain in their section of the building (Blue-Green remains in Blue-Green; Yellow-Orange in Yellow-Orange).
- When exiting the building at recess or lunch, students are to use the exit closest to their classroom.
- Entering and exiting is always in a single file, respecting 1m between students (Green/Yellow/Orange Zone conditions) or 2m distance between students (Red Zone conditions) and 2m between adults and students (all Zone conditions).
- Restrooms: Students are to use the restroom closest to their classroom. Capacity of the restrooms is limited to the number that can be accommodated while respecting the minimum 1m between students (Green/Yellow/Orange Zone conditions) or 2m between students (Red Zone conditions). If the stalls are all occupied you need to wait in the hall. *Don't forget to wash your hands! You will also need to sanitize your hands upon re-entering the classroom.

Physical Education & Locker Rooms

The Physical Education department and Athletics will apply protocols specific to the conditions required under the colour zone status in place at the time.

The locker rooms are shared spaces. Any unauthorized locks left on lockers between classes will be removed.

Science Labs

- Science labs will be using pre-recorded demo labs as much as possible.
- Home-base groups may use the labs and students may share equipment within their home-base group. The room and all equipment must be sanitized between groups.
- Additional protocol pertaining to lab use may be further developed as required.

Library

The library is open for class visits under specific protocol outlined below. Only 1 class at a time is permitted.

Students may visit the library at recess or lunch – they are accompanied to select their book. A maximum of 20 students is permitted during recess or lunch.

There is no eating in the library until further notice.

A log book tracking visitors to the library is required (show date, full name, time in and out).

- Hands must be sanitized upon entering the library at the designated table (front desk).
- Wearing a mask is required at all times while in the library (**your mask should cover your nose and mouth**).
- Students arriving at the library sit in the bistro section (tables for 2) while 5 students at a time can go choose their books. After the class leaves, tables and chairs are sanitized.
- Visitors to the library are allowed to talk quietly.

- The only section available for use if not engaged in selecting a book is the bistro section (tables for 2). Use of the carpeted areas is restricted.
- All returned books are quarantined for 3 days.

Students on notes: Until further notice, no students on notes are allowed in the library

Photocopier in the library: Staff using the photocopier must wipe the touched surfaces down with the appropriate sanitizer after each use.

The Bistro can be used for socialization but, until further notice, no eating is permitted. Furniture is not to be moved.

Internet Access

- **As previously indicated, it is critical that all students have access to the internet from home.** Those without internet were advised to confirm their need in a survey sent by the school at the beginning of the year. The data sticks previously issued by ETSB are not currently in service. Families who may still have one in their possession & will not be setting up their own service plan for its use, are required to return the device to the central office of AGRHS.
- Families who indicated needs in the survey should have received confirmation of what will be provided by ETSB and what is expected from the home.
- Students who do not have access to the internet from home should bring a storage device (USB/external hard drive) as there will be files they will need for homework/Distance Learning.
- It is important to be aware that should we require another school closure, or the closure of individual groups, all classes will immediately switch to mandatory distance learning, in which case all students need to be prepared to access classes online.

Field Trips & ECAs

- While under Red Zone conditions, ECA activities are suspended.
- All field trips are on hold until further notice.

- Assemblies in the auditorium are on hold until further notice.

Absentee Protocol Expectation

Reporting an Absence: Parents are asked to notify the school prior to **9:00 a.m.** on the day that their child is to be absent. An absence can be signalled by calling the school at 819-563-0770 and following the instructions from the directory or by sending an e-mail to the student's House Secretary (Cycle 1: wilsonp@etsb.qc.ca; Cycle 2: humphreyl@etsb.qc.ca; MAPs/WOTP: cloutierp@etsb.qc.ca). Parents are asked to clearly state the student's name and be specific as to the reason for the student's absence. If the absence is related to symptoms of Covid-19 it is important to state this.

Recording an Absence & Seating Plans: Accurate attendance records must be maintained for:

- All classes (whether physically at school or by distance).
- Hub/PASS (attendance record must also record time of arrival and departure from the room).
- Resource Pull Out (attendance record must be done in a way to record all student's presence in the room at the same time).
- When clubs and ECA's are running, clear and accurate records of student participation are required for each activity (identifying the activity, person/people in charge, date, location, and names of all participants in each session...).

Seating plans are required for all transportation and classes.

COVID-19 procedures to be followed if a child presents symptoms at school

Parent vigilance will play an important role in limiting the impact of COVID-19 on our school community. We encourage parents/guardians to

closely monitor their child for symptoms at home and “screen” their child each morning for any symptoms of COVID-19. Children exhibiting any COVID-19 symptoms may not come to school. The government has given us strict protocols to follow should a child begin exhibiting symptoms at school.

- The child is automatically accompanied to a designated sanitized isolation room while wearing a mask and will continue to wear a mask until he/she has left the building.
- A single staff member will accompany the child and stay with the child until a parent/guardian or the emergency contact person has been notified of the situation and has come to pick up the child. **A symptomatic child will not be permitted to remain at school nor take bus transportation home.**
- The person accompanying the child to the isolation room will have received instruction on how to monitor the child while in the isolation room as well as instruction on the proper donning and removal of the Personal Protective Equipment required when in contact with a possibly infected person.
- Once the child has left the building, the isolation room will be sanitized.
- The parent/guardian must call 1-844-721-6094 (Estrie) or 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. The child showing symptoms must remain in isolation at home until public health guidelines have been received.
- It is important that individuals read and respect all instructions provided to them by the public health representatives.
- Students leaving school because of COVID-19 symptoms should not return to school until the Department of Public Health has notified the parents it is safe to return OR the conditions below have been met.
- In the absence of a COVID-19 diagnosis, students and staff that have flu-like symptoms may return to school once **both** of the following two conditions have been met:

- ❑ 48 hours has passed without a fever (without taking medication)
- AND**
- ❑ 24 hours after a significant improvement in all other symptoms.

COVID-19 procedures for parents to follow if symptoms present at home

Cold/Flu symptoms and COVID-19 symptoms can be very similar. Should your child develop certain symptoms at home, your child cannot come to school. The government guidelines state that you are to isolate your child at home under observation for 24 hours, call 1-844-721-6094 (Estrie) or 1-877-644-4545 as soon as possible and follow the instructions given to you by public health. The following document issued by Public Health provides further details:

https://drive.google.com/file/d/1GOy_CAUXAjhVAuNou7pQHmXigJcgpKqx/view?usp=sharing

When in doubt, err on the side of caution. If your child does not feel well or requires cold or flu medication, do not send them to school.

Protocol to be followed when a student or staff tests positive

When the school receives confirmation that a student or staff member has tested positive for COVID-19, the following government protocol will be followed:

- All parents and staff will be contacted when a case is confirmed in the school.
- Anyone considered to be at moderate to high risk of having been exposed to the virus will be removed from the school for the period of time advised by Public Health representatives.

- Any parent contacted by the school, should call 1-877-644-4545 as soon as possible and follow the public health guidelines that will be provided.
- Students who must remain isolated at home will be provided with remote pedagogical support.
- Contact tracing effectively and quickly becomes very important in the event that there are several cases of COVID-19 in our school. Should there be several cases of COVID-19 in the same class or in several classes:
 - ❑ The regional public health authorities will provide the school with detailed instructions and the school will contact the parents, guardians and staff members affected.
 - ❑ In collaboration with the school administration, the regional public health authorities make the recommendations as to whether a classroom or school should be closed based on the situation.
 - ❑ With help from the student or students involved, the parents and the school team, the public health authorities will determine any close contacts that occurred at school.
 - ❑ Anyone considered to be at moderate to high risk of being exposed to the virus will be removed from school and testing is recommended.
 - ❑ Any students required to isolate at home will be provided with remote pedagogical support.
 - ❑ A student or staff member with a positive COVID-19 result will be required to remain at home until the Department of Public Health recommendations have been met.