

## Secondary School

### Site Specific Plan and Routines for Parents\*

School Name: All System Alt Programs

| HWDSB Protocol and Requirements  | School Routines and Expectations   |
|----------------------------------|--|
| Student Registration             | All student registration will be virtual.  |
| Screening                        | Parents must support students in screening for COVID symptoms prior to coming to school each day<br>A sign off document must be completed by parents each day for students under 18, and by students over 18.<br>Students will have access to the screening tool on their device and will be required to show proof of screening to their teacher daily.                                   |
| Parent Access to School          | Access to the school will be very limited for parents, volunteers and visitors.  |
| Parent Communication with School | Continue to communicate with teachers and the principal(s) through phone and email.  |
| Entry and Exit for Students      | When students enter the school, they are to proceed directly to their designated class location.<br>Students/parents must physically distance (2m) from other families/staff while on school property.<br>Adults and students must wear face coverings while on school property.<br>Upon dismissal, students must leave school property in a timely fashion.                               |
| Movement Around the School       | Students will remain with their class cohorts.<br>Support teachers will travel to classes where possible to provide support.<br>Student service appointments will be made by calling or emailing the Student Service department and will be held virtually where possible.<br>When moving about the school, students/classes will walk on the right side, maintaining physical distancing. |
| Student Belongings               | Students are asked to limit what they are bringing to school.<br>Students will keep work materials at their desks.   |
| Class Set Up                     | A sink or hand sanitizer is available in all classrooms.<br>Each student is assigned a work-space area that ensures distancing from others.<br>All desks are forward facing.<br>All required work materials are located at student's workspace   |

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|                         | Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.   |
| Lunch Break             | Students eat in their classrooms at their work space area.<br>No sharing of food or beverages.<br>Students can leave the school for lunch.<br>Students who leave at lunch will be required to stay out of the school for the whole lunch break.   |
| Washroom Use            | Students will use washrooms closest to their classrooms.<br>Occupancy limits will be posted outside washrooms.<br>Markings outside washrooms for physical distancing of students awaiting entry.<br>Students maintain physical distancing while in washrooms.<br>Urinals and stalls: every other one marked off.<br>Students may use hand dryers or paper towels. |
| Hydration Stations      | Water fountains have been closed.<br>Students use Hydration Station to fill labelled water bottle.<br>Markings to ensure physical distancing in line up.  |
| Nutrition Programs      | All Nutrition Programs are 'Grab and Go'.<br>Food sales have been suspended at this time.   |
| Ill or Injured Students | Ill or injured students will wait in a separate supervised location.<br>The school will contact parents immediately to come to the school for pick up.  |
| Mask Rules              | All students must wear a non-medical mask or face covering on school buses and in the school. Contact your child's teacher if you have any concerns about your student wearing a mask/face covering.<br>Masks will be provided to students who forget to bring one.   |
| Ventilation             | Parents may access information regarding ventilation at <a href="https://www.hwdsb.on.ca/about/school-renewal/ventilation/">https://www.hwdsb.on.ca/about/school-renewal/ventilation/</a>   |

[\\*parents, guardians, caregivers](#)