

Secondary School

Site Specific Plan and Routines for Parents*

School Name: NORA FRANCES HENDERSON

| HWDSB Protocol and Requirements | School Routines and Expectations |
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| Student Registration | All student registration will be virtual. Parents/Guardians may contact the main office at 905 389 2234 or Henderson@hwdsb.on.ca |
| Screening | Parents must support students in screening for COVID symptoms prior to coming to school each day A sign off document must be completed by parents each day for students under 18, and by students over 18. Students will have access to the screening tool on their device and will be required to show proof of screening to their period one teacher daily. |
| Parent Access to School | Access to the school will be very limited for parents, volunteers and visitors. Contact the main office before coming to the school to speak with a staff member. |
| Parent Communication with School | Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905 389 2234 or Henderson@hwdsb.on.ca to speak with a teacher, principal or vice principal. <i>Please check the school website and Parent Portal for regular updates.</i> <i>Mr. Powell- Principal</i> <i>Mr. Monteith- Vice Principal</i> <i>Ms. Valeri- Vice Principal</i> |
| Bus loading and unloading | School buses will unload at: Front of the school, Special Class busses will unload at the front/south end of the school. Bus times will be staggered, students will need to physically distance. School buses will load at: Front of the school, Special Class busses will load at the front/south end of the school. Bus times will be staggered, students will need to physically distance <i>Masks should be worn when outside at bus times when physical distance can't occur</i> |

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| School Parking Lot | <p>If a parent/guardian arrives to pick up their child, they must call the school to confirm their pick-up and wait outside the main front doors while maintaining physical distancing.</p> <ul style="list-style-type: none"> • Appropriate “physical distancing signage” will be provided to all schools. • Office staff will then notify the classroom teacher that the parent/guardian has arrived. The student will meet their parent/guardian outside. • If a parent/guardian provides permission for a student to be dismissed on their own, the student will leave their class and leave the school through the main front doors. Teachers will notify office staff once the student has been dismissed from their classroom. • Office staff will make the required attendance changes <p>*Staff and students park in approved designated areas at each end of the school.</p> <p>* Any drivers must remain in their cars when dropping off or picking up students</p> <p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents driving their children to school are encouraged to drop and walk at a location near to the school</p> |
| Entry and Exit for Students | <p><i>Students will have assigned entry and exit doors, nearest their classes.</i></p> <p>When students enter the school, they are to proceed directly to their designated class location. Students/parents must physically distance (2m) from other families/staff while on school property. Adults and students must wear face coverings while on school property. Upon dismissal, students must leave school property in a timely fashion.</p> <p>Entry B Located close to the midway mark along the length of the building, front of the building (Beside main door - Entry A) Entry C Located at the south (Tech shop) end of the building, farthest from Rymal Road Entry D Located directly around the corner from Entrance/Exit C, and beside the Tech shops Entry R Located at the south (Tech shop) end of the building, farthest from Rymal Road, faces the Athletic field Entry S On the back side of the building, which faces West, towards the Athletic Field (stairwell exit closest to Cafeteria) Entry T Located in Cafeteria closest to the stairwell. Exits towards Athletic field. Entry U Located in Cafeteria closest to the Kitchen. Exits towards Athletic field. Entry V Located in Gym Hall exiting toward athletic field Entry Y Located in Gym Hall exiting toward Upper Sherman</p> <p>Please check your fire exits. If you are on the 2nd or 3rd floor your fire exit will tell you the stairwell you are to use which will correspond with the entry and exit number listed</p> |
| Movement Around the School | <p>Students will remain with their class cohorts. Students remain in their classrooms during the 150 minutes of instruction. Support teachers will travel to classes where possible to provide support. Student service appointments will be made by calling or emailing the Student Service department and will be held virtually where possible. When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p> |
| Student Belongings | <p>Student will not be assigned lockers and are asked to limit what they are bringing to school. Students will keep work materials at their desks or in knapsacks</p> |

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| Class Set Up | <p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing.</p> <p>All required work materials are located at student's workspace</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p> <p>Students will be asked to sign in when entering into a classroom</p> |
| PE, Music, Learning Commons | <p>Physical Education (PE)</p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p> <p>Change rooms are open to single cohorts with masking and distancing.</p> <p>Students are encouraged to come dressed in comfortable clothes</p> <p>Music</p> <p>Wind instruments permitted indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p> <p>Learning Commons</p> <p>Learning Commons may be scheduled for one class at a time</p> |
| Lunch Break | <p>Lunch will be from 11:15-12:30</p> <p>Students eat in their classrooms at their workspace area.</p> <p>No sharing of food or beverages.</p> <p>There is no cafeteria service at this time.</p> <p>Students can leave the school for lunch.</p> <p>Students who leave at lunch will be required to stay out of the school for the whole lunch period.</p> |
| Washroom Use | <p>Students will use washrooms closest to their classrooms. Exceptions may be made by school staff.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>Markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one marked off.</p> <p>Students may use hand dryers or paper towels.</p> <p>There will only be 2 persons permitted to use the washroom. If you enter a washroom that has 2 persons, you must wait outside until one leaves.</p> |
| Hydration Stations | <p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottle.</p> <p>Markings to ensure physical distancing in line up.</p> |
| Clubs and Extracurriculars | <p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).</p> <p>No outside program providers will come into schools.</p> |

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| Nutrition Programs | All Nutrition Programs are 'Grab and Go'. Food sales have been suspended at this time. Nutrition program if permitted may start within the first few weeks of September |
| Ill or Injured Students | Ill or injured students will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up. <i>Please contact the school at 905 389 2234 or at Henderson@hwdsb.on.ca</i> <i>You will be required to sanitize your hands, wear a mask and sign in at the school office.</i> |
| Mask Rules | All students must wear a non-medical mask or face covering on school buses and in the school. Contact at 905 389 2234 or Henderson@hwdsb.on.ca if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one. |
| Ventilation | Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/ |

*parents, guardians, caregivers