

## Secondary School

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

School Name: Sir Allan MacNab

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-383-3337 or email <a href="mailto:sirallanmacnab@hwdsb.on.ca">sirallanmacnab@hwdsb.on.ca</a>
<u>Screening</u>	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day</p> <p>A sign off document must be completed by parents each day for students under 18, and by students over 18 who do not have a device.</p> <p>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.</p>
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 905-383-3337 to speak with a teacher, principal/vice principal or visit our school website at <a href="https://www.hwdsb.on.ca/macnab/">https://www.hwdsb.on.ca/macnab/</a> for a full list of staff contacts.
Bus loading and unloading	School buses will unload and load on Wendover Street Special Education School buses will unload and load in the Wendover Street parking lot.
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.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Adults and students must wear face coverings while on school property.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>Please speak with your classroom teacher for details.</p>
Movement Around the School	Students will remain with their class cohorts.

	<p>Students remain in their classrooms during the 150 minutes of instruction.</p> <p>Support teachers will travel to classes where possible to provide support.</p> <p>Student service appointments will be made by calling or emailing the Student Service department and will be held virtually where possible.</p> <p>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.</p> <p>Students will keep work materials at their desks.</p>
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>
PE, Music, Learning Commons	<p><b>Physical Education (PE)</b></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><b>Music</b></p> <p>Wind instruments permitted indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p> <p><b>Learning Commons</b></p> <p>Learning Commons may be scheduled for one class at a time.</p>
Lunch Break	<p>10:30 – 11:35 am</p> <p>Students eat in their classrooms at their work space 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.</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>
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	Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.
Nutrition Programs	All Nutrition Programs are 'Grab and Go'. Snacks will be located inside the main school doors and Wendover parking lot door before school. Food sales have been suspended at this time.
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.
Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact 905 -383-3337 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 <a href="https://www.hwdsb.on.ca/about/school-renewal/ventilation/">https://www.hwdsb.on.ca/about/school-renewal/ventilation/</a>

\*parents, guardians, caregivers