



SCHOOL RESTART PLAN FOR SEPT 8, 2020

Charles Hays Secondary School
201 Prince Rupert Boulevard
Prince Rupert, BC V8J 4N7

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Principal: Carla Rourke

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Charles Hays Secondary School (CHSS) is a grade 9 – 12 high school located in the City of Prince Rupert on traditional Ts'msyen territory and School District 52. The school has a diverse multicultural population including 60% students of Aboriginal ancestry. Our enrollment is currently 622 students. We are a dual track school with a French Immersion Program and we offer Sm'algayax and French as second language courses. The school has a strong academic program, a growing trades program, and a vibrant fine arts program.

The contents of this restart plan focus on the safety of CHSS students and staff during these unprecedented times. This is a working document that is subject to change as circumstances change with safety as our top priority document, influenced by meetings with the staff, O, H & S committee, the directions of the Ministry of Education and Provincial Health Officer.

Exposure Control Plan Implementation:

- **Communication to Parents**

We will send out a School Plan video and FAQ document for our September 2020-21 school year (see attached document). We are also sending a welcome back package to all parents which includes their child's schedule, orientation date and time, and both academic and safety information. A synervice message is going out to advise families to watch for information in the mail, to check our website and to advise us if their students will **not** be returning to school in September 2020. We also have a sign tower, the CHSS APP, and social media platforms (Twitter and Instagram) that we will use to disseminate the information.

- **Access to site**

Students will be attending school 100%. We will be staggering the start and end times for the day. We will also stagger breaks and lunches to minimize student interaction outside of their cohort. Upon arrival, students will meet with the 3 Administrators where they will be advised of the COVID-19 protocols, asked to hand sanitize and proceed directly to class. Students will enter the school through the main entrance only at their designated arrival time, based on cohort. Students will be required to wear approved face coverings in all common areas outside of their designated classroom (exceptions will be made for student who cannot wear masks due to medical/ability reasons).

- **Visitor Access/Community**

Visitor access during school hours should be prioritized to those supporting activities that benefit student learning and well-being (e.g. teacher candidates, public health nurses, meal program volunteers, etc.). All visitors must ring the door-bell and will be greeted at the door, where the administrators/administrative assistants will ensure that they are aware of health and safety protocols and requirements prior to entering the

school (e.g., maintaining physical distance, requirement to wear a non-medical mask in high traffic areas such as buses and in common areas such as hallways, or whenever physical distancing cannot be maintained.) They will confirm they have completed the requirements of a daily health check before entering, and this requirement will be posted and put on our Clock Tower. All visitors must sign in with their full name, date, and contact information.

- **Cleaning and Hygiene**

Our Occupational Health and Safety Committee have been working on our Exposure Control Plan for COVID-19 and we are preparing the school building for the return of students in September 2020. Hand sanitations stations will be placed in our entrances and in all classrooms, unless there is a sink with soap and paper towel. The communal washrooms will be open but students will not be permitted to congregate in the washrooms. Paper towel will be provided in the washrooms and the hand dryers are disabled. Custodial will be cleaning high traffic areas throughout the day, communal spaces such as computer labs, library, and washrooms, and all service counters.

- **Maintaining Physical Distance process**

Hallways will have directional arrows to manage the flow of student and staff traffic in order to allow for appropriate physical distancing. Students inside classes will be part of one cohort that will not be required to physically distance to meet health and safety protocols. Students and staff who are part of another cohort or are visitors to the class will be required to wear face coverings and where possible maintain appropriate physical distance.

Configuration of classrooms and the learning environment to allow distance between students and adults:

Our Occupational Health and Safety Committee will consult with teachers in regards to the configuration of their classroom. Where possible, classrooms will be configured to create space between students and staff workspaces. For example: Configure classroom and learning environment differently to allow distance between students and adults (e.g., different desk and table formations). Arrange desks/tables so students are not facing each other and using consistent or assigned seating arrangements. Store excess equipment (e.g. equipment that might not be of use during the pandemic) in order to open more space in schools.

In the event of illness:

Parents have been advised not to send students who are displaying symptoms of sickness to school. If a student is displaying symptoms of COVID-19 at school, parents will be notified, they will be sent home and 811 will be called. A quarantine area has been set up. Staff members have been advised to stay home if they are displaying symptoms. Any cases will be referred to Northern Health so they begin the process of Contact Tracing.

Our process If a student or staff member develops symptoms at school:

- **Provide the student/staff with a non-medical mask if they don't have one (exceptions will be made for students and staff who cannot wear masks for medical and/or disability-related reasons).**
- **Provide the student/staff with a space where they can wait comfortably that is separated from others.**
- **The student is to be supervised and cared for, when separated.**
- **Make arrangements for the student/staff to go home as soon as possible.**
- **Contact the student's parent/caregiver with a request to have their child picked up as soon as possible.**
- **Clean and disinfect the areas the student/staff used.**
- **Encourage the student/staff to seek assessment by a health-care provider.**
- **Ensure they receive the Northern Health COVID-19 Assessment card which includes a local Northern Health phone number to call.**
- **Request that the student/staff stay home until COVID-19 has been excluded and symptoms have resolved.**

Communication Materials:

Parents and students will receive a back to school package. There will be updates on our website including a link to our School District 52 Exposure Control Plan for COVID-19. We are working on our COVID-19 Site Safety plan with our Occupational Health and Safety Committee and this will be presented to our staff for training next week.

Continuity of Supports:

- **How are you providing full time instruction when requested to students with disabilities/diverse abilities and students requiring extra support?**
All of our students will be returning to school 100% of the time. Our Learning Support Team will be developing a comprehensive schedule to support our diverse learners in their assigned classes.

Continuity of Learning: Re-entry Plan

- CHSS has adapted its time schedule to best accommodate the safety of our students and staff by implementing an Octa-system, one class at a time for 5 weeks for a total of 8 classes for the year. Under the Octa-system each class will become its own cohort reducing the risk of exposure to the whole school and allowing for efficient contact tracing if any Covid-19 cases arise. When in class students will be able work with their classmates as well as the adults that are designated to the class without restrictions, however if anyone who is not part of the class or cohort visits the class they will keep appropriate physical distance and wear a face covering.
- The maximum cohort size as per the Ministry of Education guidelines is 120, this allows us to partner classes for projects, field trips, etc. if we feel it is safe to do so.
- Parents wishing to keep their child at home are encouraged to look at Homeschooling policies and/or distance learning schools throughout the province.

Student Orientation Schedule

A 'Welcome Back' package has been mailed to all Charles Hays families. This package contains student schedules and important information regarding what school will look like this year. Student Orientations will occur on Thursday September 10th and Friday September 11th at the following times.

Thursday Sept 10th 2020:

Students with the following Term 1 teachers:

9:00-10:30: Mrs. Clifton, Mrs. O'Toole, Mrs. McNeil-Clark, Mr. Paling, Mrs. Johnson

11:00- 12:30: Mr. Baker, Mrs. Jackson, Mrs. Bishop, Mr. Ashmore, Mr. Sim

1:45-3:00: Ms. Hornsby, Mrs. Enns, Mr. Zlatanov, Mr. Bishop.

Friday Sept 11th 2020:

Students with the following Term 1 teachers:

9:00-10:30: Mr. Papillon, Ms. Mah, Mr. Laychuk, Mrs. Ling, Mr. Haynes

11:00- 12:30: Ms. Ashley, Mrs. Dueck, Mrs. Sawka, Mr. Sawka, Mr. O'Toole

1:45-3:00: Mrs. Prohaska, Ms. Koopmans, Mrs. Offutt, Mr. McDonald, Mrs. Parker

Staggered Bell Schedule

Group 1:	Group 2:
Morning Session: 8:45 – 11:15 (2h:30mins)	Morning Session: 9:15 – 12:05 (2h:50mins)
Lunch: 11:15 – 11:55 (0:40mins)	Lunch: 12:05 – 12:45 (0:40mins)
Afternoon Session: 11:55 – 2:46 (2h:51mins)	Afternoon Session: 12:45 – 3:16 (2h:31mins)

