



Massey-Vanier High School 2020-2021 School Year

A summary of our expectations and guidelines for welcoming you back for a safe and healthy academic year.

## **A message from the MV team**

Since Mr. Roberge's announcements that Quebec students would be returning to school full-time this fall, the Massey-Vanier team has been working to establish healthy and safe practices which will help to protect all members of our community. While our first priority has been putting in measures and expectations that will contribute to the safety and well-being of all our students, staff and families, we would like to reassure you that we have reworked schedules and timetables and have developed back-up plans to ensure that the "closed group" mandate of the Ministry will not affect your child's future learning path.

We hope that by providing you with an overview of the new measures that have been put in place and the expectations that we have for our students, staff and families with regards to COVID-19, this summary will address some of your concerns surrounding your child's return to classes. These protocols and expectations were developed to help protect the health and safety of our Massey-Vanier 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 guidelines and expectations may change as the COVID situation evolves and we have updated information from the government.

This document was prepared using resources and guidelines provided to us from Health Canada, the Quebec Ministry of Education, CNESST and the ETSB.

We are looking forward to seeing our students back in school and welcome the opportunity to work with you in making this year a success.

Sincerely,

Massey-Vanier School Team

## Table of Contents

<b>Topic</b>	<b>Page</b>
Class Start-Up	3
Social/Physical Distancing Measures/Expectations	4
Masks	5
Hygiene Expectations and Cleaning Procedures	6
Absentee Protocol Expectation	7
COVID-19 procedures to be followed if a child presents symptoms at school	8
COVID-19 procedures for parents to follow if symptoms present at home	9
Protocol to be followed when a student or staff tests positive	11
Students with medical exemptions	12
Protocol for a possible second shut-down	12
Appendix	13

## Class Start-Up

- All students at Massey-Vanier High School, including students in Secondary IV and V, will be returning to school full-time.
- Students in Secondary I and II will have a progressive entry plan. The progressive entry will be during the first two days of school. The first day of full classes for the Secondary I and II students will be on September 2nd. More information will be shared towards the end of next week, after teachers have had an opportunity to finalize the organization of these two days.
- Your child will be in a closed group who will remain together all day.
- Students will remain in the same classroom while teachers will move from one classroom to another.
- Students will not be assigned lockers at this time.
- Students should have their own supplies. The sharing of school supplies will not be permitted. In an effort to minimize the transfer of germs from home to school or school to home, textbooks and novels will not be going home at this time.
- Given that we are a shared campus, our cafeteria could be used by over 1500 people on any given day. It is impossible to stagger enough lunch hours to accommodate social distancing for this number of people. As a result, we are asking you to provide a cold lunch for your child as often as possible.
- In Physical Education, the year will begin focussing on outdoor activities with accommodations made to meet the social distancing expectation. While changing rooms are available, the Phys. Ed teachers will be revisiting the uniform expectation next week and any changes to this expectation or changing procedure will be shared with you on your first day of classes.
- We are currently looking at how to manage the Arts options as we are not allowed to mix students from the different closed groups for these options.
- There will be new protocols in place for Science lab activities. Please refer to the appendix for more details

- There will be no sick room available this year where students may present for a period of time before returning to class. As per government guidelines, there will be an isolation room available for students presenting with any form of illness. When this happens the government COVID-19 protocol will be followed. This protocol will be explained in detail on page 9.

## **Social/Physical Distancing Measures/Expectations**

Social/Physical distancing is important for minimizing the possibility of coming into contact with contaminated aerosol droplets from infected individuals.

- Students are required to maintain a social distance of at least 1 metre at all times when in proximity to students not within their closed class group.
- Staff and students are required to maintain a distance of at least 2 metres.
- Any physical contact is to be avoided at all times (handshakes, hugs...)
- In the classroom, centres and Student Services, staff and your child will be required to wear a mask when a 2 metre distance cannot be respected. ( For example, your child requires assistance at his/her desk, your child has an appointment in a Student Services office)
- We will modify classes or activities to minimize close social contact or congestion. Classes such as Physical Education may be held outside when possible. If and when noon hour clubs run, they may be meeting virtually.
- We will reduce congestion in hallways/common areas during breaks, recess and lunch hours by looking at modifying schedules, increasing supervision and by having classrooms open at these times.

- We will reduce the risk of accidental contact among people by including signage such as:
  - ☐ floor markings indicating which side of the hall to circulate
  - ☐ floor markings indicating 2 metre distances where line-ups may occur (at Student Services, Central Office, washrooms)
  - ☐ designations for travelling up and down staircases.
- Field trips or assemblies in the auditorium will not be occurring in the near future.
- Plexiglass has been placed in between the sinks in each washroom.
- Plexiglass will be present at Ms. Heckley's desk in Student Services.
- Plexiglass will be present at Ms. Choquette's desk and Ms. Lacoste's desk in Central Office.
- Non-essential visitors to the school will be limited. We ask that parents not enter the school unless absolutely necessary. If necessary, the parent must wear a mask, sanitize their hands and immediately report to Central Office.

## **Masks**

Non-medical masks and cloth face coverings help prevent the spread of the virus.

- All students are required to have a face mask. The school will not be providing masks for students. It is suggested that your child have a couple of face masks in his/her possession each day.
- Students should have a paper bag in which to store or place their mask on their desk in the classroom
- 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.
  - ☐ not be used the next day if it is a disposable mask.
- Masks are mandatory on all school provided transportation.

- Masks are required to be worn at all times except when your child is in class, is outside or is eating or drinking in the cafeteria or in an area designated for eating.
- Students will be required to wear a mask in a classroom when a staff member is within 2 metres (for example, a child requests/requires assistance at his/her desk).
- Staff will be required to wear masks in the classroom when they are within 2 metres of a student.
- Staff will be wearing masks when in the hallways and in student common areas.
- Proper mask use will be reviewed with the students on the first day of classes.

## Hygiene Expectations and Cleaning Procedures

While frequent hand washing for 20 seconds with lukewarm water and soap is the most effective way of getting rid of dirt **and** destroying any virus that may be lingering on your hands, rubbing your hands with hand sanitizers containing at least a 60% hydroalcoholic solution also limits the risk of transmitting the virus.

- Sanitizing stations will be positioned at the designated entrances to the building. Everyone entering the building will be required to sanitize their hands.
- It is recommended that each student also have a bottle of hand sanitizer in their possession. These are not to be shared.
- Each locale will have a bottle of hand sanitizer. Everyone will be expected to wash or sanitize their hands :
  - ☐ when they **enter** or **exit** a locale.
  - ☐ before and after using the washroom
  - ☐ before and after eating lunch
  - ☐ before and after breaks
  - ☐ before and after Phys. Ed

- Each locale will have a bottle of surface disinfectant .
- Washrooms have plexiglass installed between sinks.
- The use of hand dryers is not recommended. The hand dryers will be disconnected where possible or signs will be posted indicating that they are not to be used.
- Social distancing signage placed on the floor outside each washroom must be followed.
- Signs will be posted in the washrooms indicating proper hand sanitization.
- Proper hand washing and use of hand sanitizers will be reviewed with students on the first day of class.
- Proper respiratory hygiene and etiquette (covering for coughs and sneezes, not touching mouth, nose or eyes) will be reviewed on the first day of class.
- Classrooms will be cleaned at the end of each day or before the first period of the following day.
- All classrooms being used for closed groups have windows that can be opened, allowing for the circulation of fresh air when temperatures permit.
- Students are encouraged to bring a water bottle for water consumption. There will be no access to the “spout” style water fountains. There will be a water bottle filling station on each floor, including the gym area.
- Students are not to share food or beverages.
- Students will be asked to bring home all food containers and recycle in their own home rather than at school. Please continue to collect your tabs at home for future collection at school.



## Absentee Protocol Expectation

Given the present virus situation, we must take particular precautions to ensure that children and staff are not coming to school with COVID-19 symptoms. We are asking you to notify the school **in the morning before period 1**, on the day that your child is absent. You can speak with Ms. Choquette or leave a message for her at 450-263-3772 extension 23413 or you can e-mail her at [mvhsattendance@etsb.qc.ca](mailto:mvhsattendance@etsb.qc.ca). If you are leaving a message or sending an e-mail, could you please be specific as to the reason for your child's absence.

## 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 and 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 1-877-644-4545 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. You will find a government document outlining this protocol in the appendix
- Students leaving school because of COVID-19 symptoms will only return to school once the Department of Public Health has notified the parents and the school that the child is no longer contagious.
- 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 symptoms and COVID-19 symptoms can be very similar. Should your child develop cold symptoms at home, your child cannot come to school. The government guidelines state that you are to isolate your child at home, call 1-877-644-4545 as soon as possible and follow the instructions given to you by public health.

- Symptoms to monitor for at home:
  - ☐ A fever of 38 °C (100.4 °F) or higher or 1.1 °C higher than the child's normal temperature.
  - ☐ Extreme fatigue
  - ☐ A noticeable reduction in appetite
  - ☐ General muscular pain or discomfort not associated with physical activity
  - ☐ A new and aggravating cough
  - ☐ Shortness of breath, difficulty breathing
  - ☐ Vomiting
  - ☐ Diarrhea
  - ☐ Loss of taste or smell
  - ☐ Headache
- In addition, your child cannot be in school if:
  - ☐ You or anyone in your household has received directives from public health to isolate at home.
  - ☐ If there is the possibility that your child has been in contact with a person tested positive for COVID-19.
  - ☐ If you are in quarantine following a trip outside the country.
- Students required to stay home under public health guidelines will be provided with remote academic support.
- Please remember, you must inform the school in the morning of any absence and the reason for the absence.
- Presently, it is our understanding that the Department of Public Health will notify the parents and the school when the child can return to school.

## **Protocol to be followed when a student or staff tests positive**

In the event that a student or staff member should test 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 and be tested.
- Any parent contacted by the school, must 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 be tested.
  - ❑ 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 has contacted them and the school to confirm they are no longer contagious.

## **Students with medical exemptions**

We would ask that students having or anticipating to have a medical exemption from attending school, contact the school as soon as possible.

- Medical exemptions will only be granted when accompanied by a note from a doctor.
- Distance education will be provided.
- Details on the distance education will follow

## **Protocol for a possible second shut-down**

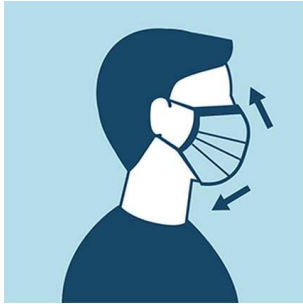
We are in the process of preparing/finalizing our long distance instruction protocol which will be put in place in the event that we are required to shut down the entire school once again. We are committed to ensuring that our students will have quick access (within 24 hours) to continuing learning and academic support as well as providing the emotional support necessary for the mental well-being of our vulnerable students.

We will be sharing the details of this plan as soon as it is finalized. The success of such a plan is in part dependent on having accurate information regarding your child's access to the internet and the technological devices that can be used to communicate with your child's teacher.

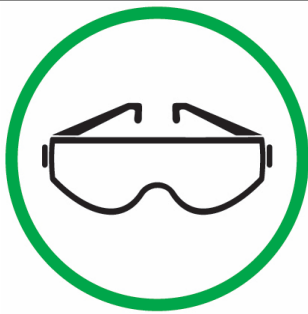
We hope that this document has answered many of your questions and addressed some of your concerns. Please do not hesitate to contact the school if you have additional questions.

# Appendix

## **2020-21 COVID-19 LAB SAFETY PROTOCOL**



**YOU MUST FOLLOW THIS PROTOCOL WHEN YOU COME INTO  
THE LAB.**



- **PUT YOUR MASK ON IN YOUR CLASSROOM BEFORE COMING TO  
THE LAB**
- **USE THE HAND SANITIZER AT YOUR DISPOSAL WHEN ENTERING  
THE LAB**
- **PUT YOUR SAFETY GLASSES ON**

- **PROCEED TO YOUR LAB STATION IN TEAMS OF TWO**
  - **KEEP YOUR MASK ON FOR THE ENTIRE LAB PERIOD**
- **FOLLOW THE TECHNICIAN'S INSTRUCTIONS TO CLEAR UP YOUR BENCH**
- **WASH YOUR HANDS WITH SOAP BEFORE LEAVING THE LAB**
- **REMOVE YOUR SAFETY GLASSES**
- **REMOVE YOUR MASK WHEN YOU ARE BACK IN YOUR CLASSROOM**

*MVLABTECH2020-21*



# BACK-TO-SCHOOL AND COVID-19

## STAY ALERT TO KEEP THE VIRUS FROM SPREADING

If your child shows symptoms, contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. The child must remain in isolation at home until public health guidelines have been received.

WHAT TO LOOK FOR:	
<b>Fever</b> <ul style="list-style-type: none"> <li>• 38°C (100.4 °F) or higher: <b>rectal</b> temperature in children under 5 <b>OR oral</b> temperature in children 5 or older and adults</li> <li>• or 1.1°C higher than the person's usual temperature</li> </ul>	<b>General symptoms</b> <ul style="list-style-type: none"> <li>• Major fatigue</li> <li>• Significant loss of appetite</li> <li>• General muscle pain (not related to physical exertion)</li> </ul>
<b>Respiratory symptoms</b> <ul style="list-style-type: none"> <li>• Cough (new or worse)</li> <li>• Shortness of breath, difficulty breathing</li> <li>• Sore throat</li> </ul>	<b>Gastrointestinal symptoms</b> <ul style="list-style-type: none"> <li>• Vomiting</li> <li>• Diarrhea</li> </ul>

While flu-like symptoms may appear similar to those of COVID-19, they are not a sure sign of this virus. However, it is recommended that you keep your child at home and avoid contact with other people until you have received the public health guidelines.

### WARNING SIGNS

If your child has:

- a fever and a decline in general health, or flu-like symptoms (fever and cough accompanied by headaches, fatigue, aches and pains or extreme fatigue)
- loss of sense of taste or smell

Keep them home and **immediately call 1-877-644-4545**

Furthermore, do not have your child attend school or the school daycare if:

- you have received instructions from your public health authorities to self-isolate at home (your child and their contacts)
- there is a chance that your child is infected or you think they have been in contact with someone who has COVID-19
- you are in quarantine following travel outside Canada

Provided they do not have COVID-19, children and adults with flu-like symptoms may resume their activities once each of the following conditions has been met:

- they have gone 48 hours without a fever (without taking medication) **and**
- 24 hours have passed after a significant reduction of their other symptoms

**For all other conditions, the usual health criteria apply with regard to attending school and school daycare.** Consequently, children who are in good general health (able to carry out their regular activities) can go to school and school daycare.



## COVID-19 procedure to follow in educational institutions

### 1 If a student shows symptoms<sup>1</sup> while in class:

- They are automatically isolated.
- A single staff member cares for the student while waiting for the parent.
- An emergency kit containing the necessary materials (masks, glasses, gloves, etc.) is used.
- The room is ventilated, cleaned and disinfected once the student has left.
- The parent must contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. The student showing symptoms must remain in isolation at home until public health guidelines have been received.
- The student is provided with remote pedagogical support.

### 2 If a student shows symptoms<sup>1</sup> while at home:

- The parent must contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided.
- The student showing symptoms must remain in isolation at home until public health guidelines have been received.

### 3 If a student tests positive for COVID-19:

- All parents and staff are automatically contacted when a case of COVID-19 is confirmed in a school.
- Anyone considered to be at moderate to high risk is removed from the school and is tested.
- The parent must contact 1-877-644-4545 as soon as possible and follow the public health guidelines that are provided. The student who tested positive must remain in isolation at home until public health guidelines have been received.
- Students are provided with remote pedagogical support.

### 4 If there are several cases of COVID-19 in the same class or if the outbreak involves several classes:

- The regional public health authorities provide the school with detailed instructions and the school has the responsibility to contact the parents, legal guardians and staff members who must be notified.
- 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 administration, teachers, school staff and the student concerned or their parents, the public health authorities determine any close contacts that occurred at the school.
- Anyone considered to be at moderate to high risk is removed from the school and is tested.
- Students are provided with remote pedagogical support.

\* It is possible that intervention measures may be stricter (closing a classroom, closing a school, etc.) based on the public health authorities' analysis of virus transmission in the school and on the epidemiological factors specific to the school or region.

<sup>1</sup> The symptoms to watch for are: fever, cough, difficulty breathing, sore throat, loss of sense of smell and taste, major fatigue, significant loss of appetite, general muscle pain, vomiting, diarrhea. While flu-like symptoms may appear similar to those of COVID-19, they are not a sure sign of an infection. It is important to pay close attention and consult the website [Quebec.ca/coronavirus](https://quebec.ca/coronavirus) or contact 1-877-644-4545 for more information.