



FH Collins Secondary School Routines, Schedules and Programs for 2020-21

Adapting to COVID-19 at our school



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Starting the 2020-21 school year

After an unusual end to last school year, we are very excited to welcome students and school staff back into our classrooms. We know this school year will be different, but we have an opportunity to work together, to be creative and set a positive example for our students of how we can be resilient when presented with challenges.

The health and safety of students and school staff is our first priority. Our school is adapting our operations and programming to meet the [health and safety guidelines for K-12 school settings](#) set by Yukon's Chief Medical Officer of Health.

The health and safety guidelines indicate that:

- Keeping students out of school has negative impacts on their mental health
- Outbreaks involving children and youth are unusual and tend to only occur in areas where there are high levels of community spread
- There is no conclusive evidence that shows children who are symptomatic pose a risk to other children or adults
- Children and youth are not the primary drivers of COVID-19 spread in schools or community settings
- Proper health and safety measures still need to be in place to reduce risk

Staff at our school will be regularly reviewing the health and safety measures at our school with students to ensure safe and healthy habits.

Read more below about how we are adapting our school routines this school year.

Health and safety routines for the 2020-21 school year

Contacting the school

Contact us at (867) 667-8665, or Jay.Thomas@gov.yk.ca if you have questions about how we are ensuring the health and safety for students and staff this school year.

Staying home when sick

Students and staff must stay home if they are sick or showing symptoms. Parents should monitor their child every day for symptoms before sending them to school.

Parents should consider if they are new or worsening symptoms when monitoring, or if they are otherwise not explained. For example, a child with asthma may have a cough, which may not be new.

You can use the self-assessment tool on Yukon.ca to assess yourself and your child for COVID-19: service.yukon.ca/en/covid-19-self-assessment/



Symptoms include:

- Fever/chills
- Cough
- Shortness of breath
- Runny nose
- Sore throat
- Headache
- Loss of sense of taste or smell
- Fatigue
- Loss of appetite
- Nausea and vomiting
- Diarrhea
- Muscle aches

Health officials recommend students get tested for COVID-19 if they are showing symptoms. Students and staff must stay home until they are symptom free, or if tested, until they have a negative test.

Always phone 811 or your family physician before going anywhere to get tested.

If a student or staff gets sick at school

If a student or staff gets sick at school:

- The student or staff will be immediately separated into a designated area
- The student or staff will be provided a mask
- The student's parent/guardian will be contacted to pick them up as soon as possible
- The school staff member who is sick will go home as soon as possible
- The designated area will be thoroughly cleaned and disinfected

Wearing a mask at school

Students and staff are not required to wear masks except in certain situations. They may do so if they choose.

Masks are not recommended for children unless advised by a health care provider. There are specific situations that may require a mask. These include:

- If a student or staff member gets sick at school, they will be asked to wear a mask
- If a school staff has to attend to a sick student, they will be asked to wear a mask
- If a school staff is unable to physically distance during their regular job duties, for example assisting students with activities of daily living, such as washing, using the bathroom, eating, etc.

Our school will have access to non-medical masks to ensure they are accessible when needed.



Physical distancing

The health and safety guidelines indicate physical distancing is not always possible with children. Where not possible, risks are being reduced by increasing other measures like handwashing, cleaning and disinfecting, and making sure students and staff stay home when sick or showing symptoms.

To support safe spacing, manage traffic flows in common areas, and limit mixing of different groups of students, our school is taking the following measures:

All Students in Grades 8-12 in All Buildings

- Students in grades 8 and 9 have been put in pods to limit movement. For the most part, these students will remain in the same classroom for much of the day.
- Grade 8 and 9 staff have been isolated to work only with these students and, for the most part, travel to the students.
- Grade 8's and 9's will operate on a separate bell schedule, and will have a separate lunch break from the grades 10-12's.
- Teachers will mark the boundaries around the teacher's desk with tape on the floor
- All teachers must utilize either Google Classrooms or MS Teams and will be encouraged to provide support electronically where and when possible.
- Where providing support through technology is not possible, paperwork will be put on a table that is physically distanced from both staff and students, and then help will be provided with physical distancing.
- If students and staff must come in close contact, staff and students will be required to wash/ sanitize hands both before and after meetings. Masks will be available for students and staff to wear.
- All teachers will be required to have seating plans with assigned seating to specific students.
- All desks are physically distanced in all classrooms (see sample photos from the main building).
- To reduce hallway congestion and opportunities for gatherings, lockers will not be used
- Hallways in all FH buildings (main building, Wood St, tech wing) will have directions arrows and will follow "street traffic rules"- stay on the righthand side of the hallway, and stay six feet apart (where possible)
- Sample spacing decals will be placed on the floor in the hallways
- Most classrooms have individual desks or tables with one chair; some senior high classrooms have large tables with two chairs at them (physically distanced).

Main Building/ Tech Wing (Grades 9-12)

- At the main building, each door will be designated to be an entrance and exit for a separate grade (see attached map for specifically designated doors for each grade).
- At the main FH building, grade 9 classes have been assigned the largest classrooms in the building, and in some cases, the retractable wall in between classrooms has been opened: 111/112, 115, 116/117, 119/120, 225, and 204 have been designated as grade 9 classrooms.
- The Wood St OPES/ PASE program will be located in Room 122 in semester 1, and will use the grade 11 door identified on the map.
- All sofas, tables, and chairs have been removed from the hallways to reduce opportunities for congestion and gatherings.



- All furniture in the atrium has been removed.
- Tables above the atrium will remain in place for grade 12's only, but will be physically distanced and have only one chair per table. This is provide a specific area for grade 12's to study and work (grade 12's can also access the study hall if the grade 12 tables are full).
- Breaks: students in grades 10-12 only have a 5- minute transition time in between classes; grade 8's and 9's will have a transition time plus an additional five minute in-class "stretch" break, where the teacher may choose to take students outside for an outdoor break.
- Library will be used as a study hall for students who require extra support, tutoring, or have transportation issues. This will be supervised by a Remedial Tutor who is assigned full-time to it, as well as a rotation of teachers. Masks will be provided if people they wish to use them. In this study hall, the glass wall between the library and learning centre will be opened up, library bookshelves will be re-arranged, to create an open space where approximately 40 single desks and chairs will be put in (physically distanced).

Wood St Campus

- Grade 8 students will be working out of the Wood St facility.
- Staff who work in this building do not move back and forth between the two buildings (except for a rotation of counselors and LA teachers)
- At this facility, the grade 8 English stream will be located upstairs, and the grade 8 French Immersion will be located downstairs.
- Students will all enter and exit the main entrance but will be dismissed at 2-minute intervals to help reduce congestion.
- Traffic flow will follow the same "road rules" as the main building- keep to the right and keep six feet apart (where possible).

Hand washing and sanitizing at school

Students and school staff will be required to wash their hands for 20 seconds with soap and water or sanitize their hands frequently during the school day.

When students should wash their hands	When staff should wash their hands
<ul style="list-style-type: none"> • Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions) • Whenever hands are visibly dirty • After using the washroom • Before eating and drinking • After sneezing or coughing into hands • After playing outside 	<ul style="list-style-type: none"> • Before and after any transitions within the school setting (e.g. to another classroom, indoor-outdoor transitions) • Whenever hands are visibly dirty • After using the washroom • Before eating and drinking • After sneezing or coughing into hands • Before handling food or assisting students with eating • After contact with body fluids (i.e., runny noses, spit, vomit, blood) • After cleaning tasks • After removing gloves • After handling garbage



Students and staff will be able to wash hands at available sinks in the school. Hand sanitizing stations will also be located at:

All Buildings

- At every entrance to the building
- At the door of every classroom
- Outside the library, elevator, and every washroom
- [See attached map for the exact locations in the building](#)

Cleaning and disinfecting the school

Government of Yukon custodial staff will be cleaning and disinfecting the school with disinfectants approved by Health Canada. They also follow [cleaning and disinfecting guidelines](#) set by Yukon's Chief Medical officer of Health.

High-touch areas and equipment, including shared items for learning will be wiped down and cleaned more frequently.

Staff and students may also take part in support cleaning efforts. Students may be asked to help out by washing their hands, cleaning their desk and cleaning up after using shared items for learning, just like they would usually would.

In addition, for technology and school electronic devices sanitizing:

- Students must wash or sanitize hands prior to using technology.
- Students will sanitize device before using it, and then again after using the device.
- Computers will be designated to be for Wood St only, and will stay with the Wood St cohort for the duration of the time that they are there.

Supporting safe habits at school

Teachers and school staff will go over these health and safety routines regularly with students. Parents are also encouraged to review these health and safety routines regularly with their child or children. This includes:

- Washing hands with soap and warm water for 20 seconds
 - Using hand sanitizer when you can't wash your hands
 - Coughing and sneezing into our elbows
 - Using a tissue to blow our nose, and then throwing the tissue in the garbage
 - Keeping a 2-metre distance from your friends and teachers as much as you can
 - Making sure your child or children tells you when they are sick or showing symptoms
 - Keeping them home when they are sick or showing symptoms
-



Operations and schedule during the 2020-21 school year

School start and end times, and recess and lunch

For grades 8 and 9, the start and end times for our school day have not changed. Our school day will start at 8:40am and end at 3:10pm. As a reminder, grades 8 and 9, the Multineeds, FLEX, and Transitions program will have an early dismissal every other Wednesday, as was previously planned prior to the Covid-19 planning.

GRADE 8/9 SCHEDULE	Day 1	Day 2
8:40- 10:05	Period 1	Period 1
10:05- 10:10	Transition	Transition
10:10-10:15	In-class Stretch Break (duty staff is period 2 teacher)	In-class Stretch Break (duty staff is period 2 teacher)
10:15- 11:40	Period 2	Period 2
11:40- 12:25	Lunch in Period 2 Classroom/ Lunch Outside of the Building	Lunch in Period 2 Classroom/ Lunch Outside of the Building
12:25- 1:50	Period 3	Period 3
1:50- 1:55	In-class Stretch Break (duty staff is period 3 teacher)	In-class Stretch Break (duty staff is period 3 teacher)
1:55- 2:00	Transition	Transition
2:00- 3:10	Period 4- Option 1 Class	Period 4- Option 2 Class

GRADE 10-12 SCHEDULE	Day 1	Day 2
8:40- 9:50	Morning Group A-L: Period 1	Morning Group A-L: Period 3
9:50- 9:55	Transition	Transition
9:55- 11:05	Morning Group A-L: Period 2	Morning Group A-L: Period 4
11:05- 12:45	Cleaning Break/ Online Tutorial	Cleaning Break/ Online Tutorial
12:45-1:55	Afternoon Group M-Z: Period 1	Afternoon Group M-Z: Period 3
1:55- 2:00	Transition	Transition
2:00- 3:10	Afternoon Group M-Z: Period 2	Afternoon Group M-Z: Period 4



Drop-off and pick-up

Student, parents and school staff should maintain a 2-metre distance during drop-off and pick-up times as much as possible.

Parents should not enter the school while waiting to drop-off or pick up their child. They should wait in their vehicle or in the designated waiting area. If parents must come into the building, they must wait in the physically distanced chairs in the main office.

Water bottles, food and meals

Students are encouraged to bring their own water bottle for the school day to reduce contact at the water fountains.

There will be no sharing of food or drinks between students at the school this year. Any meals available at the school will be served in individual portions or packaged in single-use, food grade packaging.

The cafeteria will be open to students and school staff with the following provisions:

Meals and Food Handling Courses

- As the default, students in grades 8 and 9 will be eating their lunches in their period 2 classrooms.
- Students will have the option to eat lunch outside or leave the premises with their parents, or with parental permission
- Food will be pre-ordered and individually prepared and packaged for students who order it.
- There will be some additional portions that will be available for purchase by staff and additional students. These portions will be individually packaged.
- There will be no potlucks in the school.
- Posters for no food sharing will be posted around the school.
- Students who bring lunches from home will keep their food in their possession.
- Grade 8's and 9's will have a lunch break separate from the seniors' departure time in the morning.

School Cafeteria

- The cafeteria will not operate as a served buffet
- For students who purchase food, lines at the cafeteria will be marked to ensure physical distancing.
- Lunches will not be eaten in the Atrium or any other common area.

Breakfast Program

- We will continue to provide a breakfast program for students who need access to this program; however, the breakfasts will now consist of prepackaged foods such as yogurt cups, individual milk cartons, individual cereal boxes, etc.
- Disposable knives, forks, and spoons will be available and will be provided to students and staff instead of self-serve



Visitors and public access to the school

Parents and other guests should limit visiting the school where possible. We understand there may be times where you must visit the school building.

When visiting the school, parents and visitors to the school must:

All Buildings

- Access to all school buildings will be limited except for exceptional circumstances that will require parents or visitors to come into the school. When parents and visitors come into the buildings, they will:
 - Enter and exit through the main entrance. Visitors to Wood St will check in at the vice-principal's office.
 - Sign in at the front office and wait there on one of the physically distanced chairs. Visitors to Wood St will sign in at the Vice-Principal's office
 - Sanitize their hands when entering the school
 - Maintain physical distancing while in the school
 - If a parent needs to come into any of the buildings for a meeting, they will sign in at the main office (vice-principal's office at Wood St), wait on one of the socially distanced chairs in the office (outside of the Vice-principal's office at Wood St), and then be escorted to the conference room, where meetings will take place. Meetings at Wood St will take place in the teacher's classroom.
 - If the parent is meeting with an administrator, the meeting will take place in the administrator's office

Programming during the 2020-21 school year

Contacting the school for learning supports

Contact the teacher first if your child needs additional or different supports for their learning.

If you still have concerns with the supports being offered, please contact the school to ensure the school principal is able to follow-up.

The school can be contacted at: 667-8665, or Jay.Thomas@gov.yk.ca.

Learning in Grades 8 and 9

Students in our Grade 8 and 9 classes will be able to attend in-class instruction, full-time for five-days a week. During the school day, these students will attend their regular classes, while following health and safety guidelines. They will learn the full school curriculum.

Grade 8 students at F.H. Collins Secondary school will be moving temporarily to the Wood Street Centre for this school year. Grade 8 school staff will be delivering courses to students in their new location and providing any learning support as they normally would. For grade 8 students:

- Physical Education classes will take place as much as possible outside or in alternative locations. When it must take place in the building, it will be focused on individual wellness activities.



- Grade 8 students will still participate in options classes, but the options will be based on available resources at the Wood St campus.

Learning in Grades 10-12

Students in Grades 10-12 will be scheduled for half-day, in-class instruction and half-day learning away from school five days per week. This will limit the number of students in our school at any one time, and allow us to manage safe spacing. Grades 10-12 students will still learn the full curriculum for their courses and be expected to complete their coursework during the half days that they are learning away from school.

Teachers will follow a [blended learning model](#), providing a mix of in-class instruction and self-directed, teacher-guided learning while away from school.

Teachers will continue to work with students and families to ensure the student's learning needs are being met. Supervised study halls will also be available virtually and in-person to support these students in Grades 10-12.

Programming Notes for students in grades 9-12:

PE/ Sports School

- *Sports School will be offered to those who registered for the program.*
- *In PE and Sports School, we will follow the Sport and Recreation guidelines when developing the physical education program.*
- *We will utilize outdoor activities where and when possible*
- *We will sanitize all equipment before and after use*
- *We will practice the Safe 6 to ensure health and safety*
- *Outdoor ed programs will continue and will be encouraged as an alternative to PE class in the traditional gymnasium setting.*
- *When using the bus, partners will be identified for the duration of the trip, including the bus ride.*
- *If a student becomes symptomatic on a trip, that student will be isolated and returned to town in a vehicle that is separate from the others. The trip partner will also be isolated and returned to town in a separate vehicle.*
- *Additional chaperones may be required to go on trips.*

Food Studies/ Cafeteria Classes

- *Students who take cafeteria program as a course will be required to obtain food safe certification*
- *Students enrolled in these courses will wear masks and gloves and will physically distance from each other in the cafeteria.*
- *The FH Collins cafeteria program will continue, primarily to serve students in grades 8, 9, and staff.*
- *Students will wash and sanitize their hands prior to cooking and food handling.*
- *Kitchens will be spaces so that physical distancing is in place.*
- *Groups of students will be assigned common cooking equipment, which will be washed and sanitized after they use it.*
- *All kitchen items and surfaces will be cleaned and disinfected in between each class use. We will follow the guidelines in the cleaning and disinfection section.*

Students with disabilities or who need additional support



- *Please communicate with the LA teachers (Scott Kerby and Marie-Claude Normand) if your child is on an IEP and requires additional support.*
- *Our library is designated as the study hall for students who require time and space to be supported on work. The study hall will be staffed by a full time remedial tutor and rotation of teachers.*
- *We have built in recovery support into our schedule to provide additional support to those students who may have gaps in their learning as a result of the cancellation of face-to-face classes in March 2020. Please communicate directly with your child's classroom teacher if you have a concern and feel that your child may benefit from this support.*
- *The following programs are full-time at FH Collins: Multineeds Room, FLEX, and Transitions.*

Technology and devices

Students who have access to a personal device are being asked to use their own device for learning. This will enable schools to work with other students who do not have access to devices to provide support.

School principals and teachers will work with students who do not have access to a device at home to support them in their learning while away from class.

If a device is needed, students and families should contact the school to make arrangements to sign a device in and out. FH Collins actively promotes and supports the Computers for Schools program and will cover the minimal cost associated with purchasing either a desktop computer or the [basic laptop](#) from Computers for Schools.

If a student is not able to access the internet while learning away from class, teachers will work with students to ensure they are able to complete their work in other ways.

Please ensure you or your child make the teacher or the school principal aware of any concerns you may have so we can ensure learning is being provided in a way that meets your needs.

Learning at home if a student can't attend school

Students must stay home if they are sick or have symptoms of COVID-19. If a student is unable to attend school, they will be provided their course work by their teacher as they normally would.

If a student is away for an extended period of time, they will be provided their coursework and they will be supported in their learning through:

Online learning platforms (Google Classrooms or MS Teams), virtual tutorials, or paper work if technology cannot be accessed.

If you are planning for your child to be away from school for the whole school year, please contact the school principal to discuss options.

School supplies and sharing learning materials

Sharing of school supplies and learning materials will be limited as much as possible. To limit sharing, all students are required to have their own school supplies. A list has been sent home to outline the supplies students will need.



We will have a contingency supply of pens, pencils, erasers, paper, and binders.

Some classes may use some shared learning materials, such as toys, blocks and other materials for learning, but they will be cleaned and disinfected using soap and water or a disinfectant wipe. Students will be asked to wash or sanitize their hands before and after each use.

Paper-based materials like text books, books and paper handouts are okay to use and share as outlined in the health and safety guidelines.

Libraries and computer labs

Even though our school library is our designated study hall, it will remain accessible for students and staff to sign out and borrow resources and books.

Students and staff will be able to access the computer lab and use other IT equipment while following these measures:

- Computers in computer labs will be 2-metres apart
- Students will be required to wash or sanitize their hands before and after using computers and other shared IT equipment
- Computers and other shared IT equipment will be cleaned before and after each use using disinfectant wipes; students and staff may be asked to support this effort

Recess, gym and playing on the playground

Weather permitting, recess breaks and gym classes will take place outdoors. Students and families are asked to ensure they have the proper clothing for playing outdoors.

Playground equipment is okay to use as long as hands are washed before and after going on the equipment.

When gym class is indoors, we will follow the [health and safety guidelines for sport and recreation](#).

School field trips

The health and safety guidelines allow field trips within Yukon and Canada as long as public health and safety guidelines are followed. This includes allowing:

- Outdoor overnight trips if students sleep in their own tent or are only partnered with a family member
- Hotel stays, as long as no more than two students are in each room

Our school will be assessing any planned school field trips on a case-by-case basis and will provide updates to students and parents directly through school year.

International field trips are not currently permitted.

Music and cooking classes

The health and safety guidelines note singing and playing woodwind and brass instruments must not occur at this time. While we are unable to sing or use certain instruments, our school will continue to have a music class.

- *Music- non-woodwind and brass instruments will be used (guitars, drums, etc).*



- *Also, more of an electronic music approach will be taken (Garageband, mixing equipment).*
- *Drama- drama classes will take place but with physical distancing in place and may incorporate more non-verbal activities such as miming, charade-style activities.*
- *Art- teacher has requested students wear gloves when using paint brushes and supplies to assist in sanitizing of materials. IN addition, teacher will place disposable paper on top of every workstation at the beginning of every class. This will be disposed when students leave the classroom.*

Cooking classes are also able to continue while meeting the health and safety guidelines, including washing hands before cooking, limiting sharing of equipment and cleaning and disinfecting surfaces between each class.

- *Students who take cafeteria program as a course will be required to obtain food safe certification*
- *Students enrolled in these courses will wear masks and gloves and will physically distance from each other in the cafeteria.*
- *The FH Collins cafeteria program will continue, primarily to serve students in grades 8, 9, and staff.*
- *Students will wash and sanitize their hands prior to cooking and food handling.*
- *Kitchens will be spaces so that physical distancing is in place.*
- *Groups of students will be assigned common cooking equipment, which will be washed and sanitized after they use it.*
- *All kitchen items and surfaces will be cleaned and disinfected in between each class use. We will follow the guidelines in the cleaning and disinfection section.*

Extracurricular activities (school sports, music, arts, other programs)

We will be assessing extracurricular activities at the beginning of the school year and determining any changes or adaptations that may be needed.

Any extracurricular activities will follow the same health and safety guidelines for K-12 school settings, and any additional health and safety guidelines that apply, for example, the [health and safety guidelines for sport and recreation](#) for school sports.

Students and parents will be updated as this information becomes available.

For more information:

We will be providing regular updates to students and families during the school year through our Monthly Newsletter, emails, and on our website.

Visit the following websites for more information:

- School website: www.fhcollins.ca
- Yukon.ca information on education and schools during COVID-19: yukon.ca/en/education-and-school-supports-covid-19
- Yukon.ca information on COVID-19: yukon.ca/en/covid-19-information

If you have any questions or concerns, please contact Jay Thomas, principal, at 667-8665, or Jay.Thomas@gov.yk.ca.