



## SAFETY PROTOCOLS DIPLOMA EXAMS – AUGUST 2020

To keep students, staff, and families healthy during summer school diploma exams in August, safety measures will be in place to prevent the transmission of COVID-19. Measures will include hand hygiene, respiratory etiquette, physical distancing, increased frequency of cleaning and disinfecting and having staff and students stay home if they are sick.

### General Safety

The following measures will be in place to ensure the safety of students and staff:

- The equipment and examination areas in the exam writing centres will be thoroughly cleaned before students and staff enter. All necessary computers for the English and Social diploma exams will be cleaned prior to use and will only be used for one August diploma exam.
- Parents will be required to print, complete, and sign the **Provincial COVID-19 Screening Questionnaire** (see the last page of this document) with their child at home prior to entering the designated writing centre. **Each student must bring their completed Screening Questionnaire with them to enter the writing centre.** Note: for students writing English and Social exams, they will need to bring a completed Screening Questionnaire to Part A AND Part B.
- Students should not come to write the exam if they have any symptoms. Any student who arrives with COVID-19 symptoms will not be able to enter the writing centre.
- No more than 50 people will be in the gym at any one time.
- Hand sanitizers with at least 60% alcohol content will be provided and used prior to entering and exiting the building and following the use of washrooms.
- Students will enter Salisbury Composite High School by the back doors by the gym. Access is from Sherwood Drive.
- Physical distancing measures will be put in place according to Alberta Health Services (AHS) guidelines. All students will be a minimum of 2 metres apart for the writing of their exams.
- No sharing of any documents, equipment, food, drinks and supplies will be permitted.
- All designated writing areas and washrooms will be thoroughly clean and sanitized after each exam. This includes chairs, desks, door handles, counters, all high-touch surfaces, etc.
- The following Alberta Health Services resource posters will be posted at all writing sites:
  - Hand Washing Posters (AHS)
    - [Poster 1](#)
    - [Poster 2](#)

- How to Hand Wash (AHS) [poster](#)
- How to use alcohol-based hand rub/sanitizer (AHS) [poster](#)
- Anyone who reports symptoms are directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, their primary health care practitioner or 911 for emergency response) and fill out the [AHS Online Self-Assessment tool](#) to determine if they should be tested.
- If for any reason a student is unable to write their diploma exam, students must fill out the [Request for Exemption from Writing Diploma Exams 2019-2020](#) and submit it to Alberta Education. All exemptions are reviewed and official decisions rendered by Alberta Education only.

### Students will...

- complete the **Provincial COVID-19 Screening Questionnaire** (at the end of this document) at home prior to entering the designated writing centre.
- bring the completed questionnaire to the exam check in.
- Students must present a clear screening questionnaire to be admitted to the exam.
- if the student is 18 years of age or older, they may sign their own Screening Questionnaire.
- stay at home if sick and experiencing any COVID-19 symptoms.
- choose to bring personal protective equipment for the diploma exams. Masks and hand sanitizer are encouraged but not required to write the diploma exams.
- maintain social distancing, wherever possible, of a minimum of 2 metres from others.
- use the provided hand sanitizer before entering and exiting the buildings and after using washrooms.
- practice good hand-washing techniques.
- be aware that you are to enter Salisbury Composite by the back doors, by the gym.

### Staff will...

- complete the **Provincial COVID-19 Screening Questionnaire** at home prior to entering the designated writing centre.
- stay at home if sick and experiencing any COVID-19 symptoms.
- choose to wear personal protective equipment for the duration of the examination period.
- maintain social distancing, wherever possible, of a minimum of 2 metres from others.
- ensure that all students and staff use hand sanitizer before entering and exiting the buildings and after using washrooms.
- practice good hand-washing techniques.
- ensure that the necessary AHS posters are posted in the appropriate locations.

### Parents and guardians will...

- ensure that their child completes the **Provincial COVID-19 Screening Questionnaire** (at the end of this document) at home prior to entering the designated writing centre.
- print, date and sign the Screening Questionnaire.
- keep their child home if they are sick and experiencing any COVID-19 symptoms.
- choose to send personal protective equipment with their child for diploma exams. Masks and hand sanitizer are encouraged but not required to write the diploma exams.
- ensure that their child understands how to use social distancing requirements as set out by AHS.
- review the [how to use alcohol-based hand rub/sanitizer \(AHS\) poster](#) with their child.
- ensure their child is aware of good hand-washing techniques.
- ensure that their child has talked to their teacher and is aware of the designated entrance to their exam writing site prior to the date of the diploma exam.

For your convenience, we have also attached the **Provincial COVID-19 Screening Questionnaire** as a separate PDF.

These safety protocols follow the current Alberta Health and Alberta Education guidelines to reduce the transmission of Covid-19 and we will follow any updates as they may occur. You can follow updates at [Alberta Health Services](#).

We appreciate everyone's support to ensure the August 2020 diploma exams are safe and meet the safety protocols listed above. If you have questions or concerns, please email Next Step Continuing Education at [eips.conted@eips.ca](mailto:eips.conted@eips.ca) or call 780-467-7292.

## COVID-19 INFORMATION

# Screening Questionnaire

PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ENTER THE SCHOOL

### Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child attending the program, have any of the below symptoms:	YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close unprotected* contact (face-to-face contact within 2 meters/6 feet) with someone who has travelled outside of Canada in the last 14 days <b>and who is ill**?</b>	YES	NO
4.	Have you/your child attending the program or activity had close unprotected* contact (face-to-face contact within 2 meters/6 feet) in the last 14 days with someone who is ill**?		
5.	Have you/your child or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

\* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time. You should stay home and use the [COVID-19 Self-Assessment Tool](#) to determine whether you need to be tested for COVID-19.

If you have answered "No" to all the above questions, you may enter the school.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Parent/Guardian/Adult Student Signature

Date: \_\_\_\_\_