

## 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 diploma exams will be cleaned prior to use and will only be used for one August diploma exam.
- All students and staff will be required to complete the [Provincial COVID-19 Screening Questionnaire \(Appendix C - Page12\)](#) at home prior to attending the designated writing centre.
- 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 100 people will be present at any writing centre.
- 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 be designated specific entrances to use prior to the start of diploma exams. Teachers will provide this information to their students one week prior to the exams.
- 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 will be 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 \(Appendix C - Page12\)](#) at home prior to entering the designated writing centre.
- 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 of the designated entrance to the exam writing centre prior to the date of the diploma exam.

**Staff will...**

- complete the [Provincial COVID-19 Screening Questionnaire \(Appendix C - Page12\)](#) 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 \(Appendix C - Page12\)](#) at home prior to entering the designated writing centre.
- 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 their designated entrance to their exam writing site prior to the date of the diploma exam.

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 Metro Continuing Education at [metro@epsb.ca](mailto:metro@epsb.ca) or call 780-428-1111.

