

## EPC GRAD 2020 COMMITTEE MEETING

AUGUST 26, 2020

1. Grad will be September 26, 2020. Due to Covid 19 restrictions this will be a combination of drive/walk through grad. Edwin Parr staff will map out the logistics of the event and release the itinerary by early next week. Grads will have to let the school know if they will be attending by September 11, 2020.
2. The event will happen in alphabetical order with the alphabet being split in half to allow for social distancing measures. First event will stage at noon and the ceremony will take place at 1:00 pm the second event will stage at 2:00 pm and begin at 3:00 pm.

Rough plan for the day is as follows:

1. Grad will arrive in vehicle and head to first parking lot on the left for staging, then drive through front entrance circle where staff will be standing to view Grads
2. **Grad Only** will exit the vehicle on the side walk heading west towards the back of the school to Gym doors. Extended family and friends will be allowed to view procession via parking lot. (Note grads can have immediate family in their vehicle\***no more than 6 including grad\*** to see them walk across the stage, Mom/Dad/sister/brother. Grads will be permitted to have one other vehicle with family or friends to view in the parking lot. Grads will enter the gym see their slide show, while Mr Morrison reads their bio. Mr Nolan will give the Grad a "diploma" and take a picture. Grads will be given a goodie bag with a grad souvenir. (Contents to be determined) Each grad will have their photo taken so that it hopefully can be used to create a group photo.
3. The event in the gym will be live streamed to allow for spectators to see the Grad walk across the stage. Exit the gym and leave the school via the north exit by the shop.
  - **IF THE WEATHER DOES NOT COOPERATE, WE WILL NOT HAVE THE GRADS WALK DOWN THE SIDE WALK.**
3. Dinner, dance has been cancelled Val Head will notify caterer.
4. Darlene Bertin will contact and work with Jesse at Glas Floral to decorate the Gym and possibly the entrance and walking path. Jesse had a budget of \$4000.00 to make the Gym special for our Grads. Max 10 volunteers to help September 25<sup>th</sup>
5. Angie Speers will confirm photographer and ask about photo collage.
6. Grad committee will meet once a week until September 26, 2020

**Due to AHS covid restrictions ( see attached) we are limited in what we can do however the School administration and the volunteers on the Grad committee are committed to making this day as special as possible for our Grads. Any concerns need to be taken up with School administration. Any Grad committee member will be more than happy your answer any questions as well.**

**This event will not be open to the general public to attend. The event in the gym will be live streamed.**

# GUIDANCE FOR GRADUATION CEREMONIES

## Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- Implement practices to minimize the risk of transmission of infection among attendees;
- Provide procedures for rapid response if an attendee develops symptoms of illness;
- Ensure that attendees maintain high levels of sanitation and personal hygiene;
- Comply, to the extent possible, with the COVID-19 General Relaunch Guidance, this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support schools and post-secondary institutions in reducing the risk of transmission of COVID-19 among attendees at graduation ceremonies (including graduates, staff, faculty, volunteers, and ceremony attendees). The guidance provided outlines public health and infection prevention and control measures, specific to graduation ceremonies.

In Stage 2, with 2 metres of distance maintained between members of different households (with the exception of cohort families), the following capacity restrictions apply:

- A maximum of 200 spectators are permitted for outdoor seated/audience settings/events.
- A maximum of 100 spectators are permitted for indoor seated/audience settings/events.

This document and the guidance within is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>.

## COVID-19 Risk Mitigation

<b>General Guidance</b>	<ul style="list-style-type: none"><li>• In-person graduation ceremonies may proceed both outdoors and at indoor seated venues as long as:<ul style="list-style-type: none"><li>○ Capacity restrictions are maintained.</li><li>○ Physical distancing of two metres can be maintained between <i>all</i> attendees who are not part of the same household or social cohort.</li><li>○ Venue capacity limits are not exceeded.<ul style="list-style-type: none"><li>▪ Note that smaller venues may have lower maximum limits based on the need to maintain distancing, and it is the responsibility of the venue operator to determine these limits based on the specific space and how two metres of distance can be maintained. Venue staff are not included in maximum attendance numbers.</li></ul></li></ul></li><li>• All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.</li></ul>
-------------------------	--

# GUIDANCE FOR GRADUATION CEREMONIES

	<ul style="list-style-type: none"> <li>○ Anyone with symptoms of COVID-19; with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.</li> <li>○ Attendees should screen for symptoms before attending the graduation ceremony using the <u>Alberta Health Daily Checklist</u>.</li> <li>● If any graduate is not able to attend in person because they are isolating, organizers should offer options for them to participate virtually, if possible.</li> <li>● To further reduce risk, organizers should consider offering alternatives to in-person attendance for all attendees. This could include offering livestreams of graduation ceremonies or planning drive-in ceremonies.</li> <li>● To support accurate contact tracing, organizers should encourage all attendees to download and use the Alberta contact tracing app, <u>ABTraceTogether</u>.</li> </ul>
<p><b>Physical Distancing</b></p>	<ul style="list-style-type: none"> <li>● Ceremony organizers and venue operators should facilitate 2 metres of distance of physical distancing attendees or households. This could include:             <ul style="list-style-type: none"> <li>○ Maintaining empty seats between each household/attendee to keep two metres of distance; consider alternating rows of seating.</li> <li>○ Assigning seats to each attendee when attendees RSVP or purchase tickets.</li> <li>○ If graduates will be walking across a stage, having them line up in small groups, maintain 2 metres distance from each other and everyone else before, during, and after the procession, and return to their seats once they have completed their procession.</li> <li>○ Establishing a one-way procession.</li> <li>○ Using floor markings, <u>signs</u>, barriers, and staff or volunteers to maintain one-way flow of traffic and discourage gatherings in close quarters and high-traffic areas.</li> <li>○ Avoiding or adapting practices that otherwise include close physical contact between graduates, staff or faculty, such as hand shaking, hugs, or passing items from one individual to another (e.g. diplomas)</li> </ul> </li> </ul>
<p><b>Additional Safety Measures</b></p>	<ul style="list-style-type: none"> <li>● Ceremony organizers should review and adapt normal graduation ceremony procedures, as necessary, to reduce the risk of COVID-19 transmission for all attendees. For example:             <ul style="list-style-type: none"> <li>○ Online RSVP and ticketing systems should be used for graduation events whenever possible.</li> <li>○ Speakers should not share microphones.</li> <li>○ If graduates will be walking across a stage, they should be directed to come up to stage in small, staggered groups, maintain two metres distance from each other and everyone else before, during, and after</li> </ul> </li> </ul>

# GUIDANCE FOR GRADUATION CEREMONIES

	<p>the procession, and return to their seats once they have completed their procession.</p> <ul style="list-style-type: none"> <li>○ Audience members should not approach the stage to get photos. Instead, designate a staff member or volunteer to take photos of graduates as they cross the stage.</li> <li>○ Close physical contact between graduates, staff or faculty, such as hand shaking, hugs, should be avoided, unless they are part of the same cohort or household.</li> <li>○ Encouraging safer alternatives to cheering, yelling, and whistling, such as clapping and noisemakers.</li> <li>○ Passing items from one individual to another (e.g., diplomas, awards) should be avoided. Diplomas, certificates, and awards can be placed on a table for graduates to pick up.</li> <li>○ For sales of tickets, school merchandise, and commemorative items, cashless or no-contact payments and transactions should be used to the greatest extent possible.</li> <li>○ Photographs of groups or individuals who are not part of the same household or cohort should be discouraged.</li> </ul>
<p><b>Food and entertainment</b></p>	<ul style="list-style-type: none"> <li>● Graduation ceremony organizers who wish to hold <b>social events before or after graduation</b> should ensure that the maximum attendance at these events <b>does not exceed 50 for indoor venues, and 100 for outdoor venues.</b></li> <li>● If entertainment is part of, or alongside the ceremony, organizers should follow the precautions outlined in the <a href="#">Live Music, Dance, and Theatre Guidance</a>.             <ul style="list-style-type: none"> <li>○ Singing and vocal performances by performers or ceremony attendees are not permitted at this time.</li> </ul> </li> <li>● Food service providers are required to follow the <a href="#">Food Regulation</a> and <a href="#">Food Retail and Foodservices Code</a> and existing occupational health and safety requirements.             <ul style="list-style-type: none"> <li>○ Operators should also follow the <a href="#">COVID-19 General Relaunch Guidance</a> and the <a href="#">Restaurants, Cafes, Pubs, and Bars Guidance</a></li> </ul> </li> <li>● If the venue is not licensed to provide food and beverages, ceremony organizers should:             <ul style="list-style-type: none"> <li>○ Work with a licensed catering company, if possible, and ensure that the company adheres to the <a href="#">Catering Guidance</a>.</li> </ul> </li> <li>● Buffets and self service options may only be offered if facilitated and overseen by a commercial caterer who holds a food handling permit in accordance with the <a href="#">Guidance for Restaurant, Cafés, Pubs and Bars</a>.</li> </ul>

# GUIDANCE FOR GRADUATION CEREMONIES

<p><b>Rapid Response &amp; Contact Tracing</b></p>	<ul style="list-style-type: none"> <li>• Graduation organizers should develop a rapid response plan that sets out a fast-action plan with policies and procedures for when an attendee shows or reports symptoms of COVID-19.</li> </ul> <p>To support public health contact tracing efforts in the event that an attendee tests positive, organizers should consider collecting the names and contact information of attendees.</p> <ul style="list-style-type: none"> <li>• Providing information is voluntary for attendees. An organization must obtain an individual's consent and notify them about the purpose and legal authority for the collection.             <ul style="list-style-type: none"> <li>○ Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose</li> </ul> </li> <li>• Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite.</li> <li>• For businesses/workplaces, this includes staff, workers and volunteers on shift. Where feasible to do so, it should also include the general public.</li> <li>• Records should only be kept for 2 weeks. An organization must make reasonable security arrangements to protect the personal information.</li> <li>• For more information, the Office of the Information and Privacy Commissioner has released <a href="#">Pandemic FAQ: Customer Lists</a> about collecting personal information from customers during the COVID-19 pandemic.</li> <li>• For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a>.</li> </ul>
<p><b>Venues</b></p>	<ul style="list-style-type: none"> <li>• Place COVID-19 <u>signage</u> around all entries and throughout the venue outlining:             <ul style="list-style-type: none"> <li>○ Physical distancing requirements (two metres for individuals not from the same household or cohort).</li> <li>○ Prohibitions on attendance by sick or isolating individuals.</li> <li>○ Hand hygiene expectations and coughing and sneezing etiquette.</li> <li>○ Numbers to call to report sanitation and distancing concerns (i.e. venue staff).</li> </ul> </li> <li>• Provide hand sanitizer, with at least 60% alcohol content, at entrances, exits, and near high touch surfaces such as door handles.</li> <li>• Consider directing traffic flow within the venue. This can be accomplished with signs, ropes, floor decals, etc.</li> </ul>

# GUIDANCE FOR GRADUATION CEREMONIES

---

	<ul style="list-style-type: none"><li>• Other amenities, like ATMs and vending machines, should be closed if they cannot be adequately cleaned and disinfected.</li><li>• Organizers of large drive-in ceremonies should develop a plan to keep performers and audience members safe.<ul style="list-style-type: none"><li>○ Vehicles should contain only individuals from the same household or cohort.</li><li>○ People are discouraged from leaving their vehicles during the ceremony, except when using the washroom.</li><li>○ People leaving their vehicles to use the washrooms should be encouraged to maintain a minimum distance of two metres from others at all times.</li></ul></li></ul>
<b>Cleaning and Disinfecting</b>	<ul style="list-style-type: none"><li>• In addition to the cleaning and disinfecting recommendations found in the <u>General Relaunch Guidance</u>, venue operators should do the following during graduation ceremonies:<ul style="list-style-type: none"><li>○ Routinely check high-traffic areas, common areas, and public washrooms to ensure that they remain clean and well-stocked with soap and paper towels; and,</li><li>○ Respond immediately to sanitation concerns from attendees.</li></ul></li></ul>