

South Shore Regional Centre for Education

Return to School September 2020

Planning Template

Name of School: Petite Riviere Elementary

Grade level configuration: PP-6

Principal: Scott Rawding

Student enrolment Sept 2020: 101

Total number of staff in the building: 5 Classroom teachers, 1 PE Circuit teacher, 1 French Circuit teacher, 1 Music Circuit teacher, 1 principal, 1 admin assistant, 1 custodian, 3 Teacher Assistants, 2 Early Child Educators, 2 Noon hour supervisors Total - 16

Overview Guiding Principles:

- Learning happens best when students are in schools with trained staff.
- All students will be back to school 5 days/week under Scenario #1.
- Safety of all students and staff is key. Honour the following themes:

Skill Acquisition

- Pre-screening of students and staff
 - Familiarity with Covid-19 Daily Checklist
 - Hand Hygiene
 - Practice and implement mask protocols
 - Implementing physical distancing
 - Implementing good hygiene (hand washing/sanitizing)
 - Implementing enhanced cleaning protocols
 - Implementing contact tracing mechanisms
- Students/staff in cohorts with reduced interactions between cohorts
 - Staggering of transitions/movement in/out and within schools

Classroom P-3	
What you can expect?	What you need to know?
Before entering the building students are to self-screen using Public Health protocols.	Parents to be provided COVID-19 daily checklist and a review of requirements at beginning of year, and frequent reminders to self-screen. This is a skill that schools will be reviewing and practicing in class. Copies of checklist to be at office and any designated drop-off areas.
<p>Students are expected to wear a mask once they board the bus and it is to remain in place until they enter the classroom.</p> <p>See attached document</p> <p>Guidelines for Use of Masks in SSRCE</p> <p>This information may be subject to change to reflect the latest Public Health information or updated documentation/directives from EECD, regarding the COVID-19 circumstance.</p> <p>Although all staff and students may choose to wear a mask whenever they feel appropriate to do so, this document is meant to further clarify expectations of when masks are required to be worn in SSRCE during COVID-19 precautions.</p>	Students can continue to wear their mask in the classroom if they choose. Students will practice mask protocols in the classroom. Masks to be stored in a clean place. Following direction from Public Health, pre-primary children and students in grades primary to 3 are not required to wear a mask while in school. Staff working with pre-primary to grade 3 students must wear a mask when interacting with students when they cannot physically distance.
Hand sanitizing. Students are expected to wash and/or sanitize their hands upon entering the building or entering the classroom.	
When 2 metres of physical distancing is not possible, at least 1 metre of separation is recommended.	Staff and visitors wear masks at all times unless 2 metres of physical distancing is available Staff moving from classroom to classroom will wear masks at all times in classroom regardless of physical distancing.
Students will not engage in sharing of classroom supplies, e.g. devices, school supplies, etc...	Where sharing is necessary, devices/objects will be disinfected or set aside for 72 hours.
Movement in classrooms will be limited to	

essential tasks as necessary.	
Teachers will be wearing a mask at all times when they cannot ensure 2 metres of social distancing.	Best instructional practice may require students to be within 2 metres of the teacher at times. Teachers will model mask wearing protocols during these times.

Classroom 4-6	
What you can expect?	What you need to know?
Before entering the building students will be screened by parents using Public Health protocols.	Parents to be provided COVID-19 daily checklist and a review of requirements at beginning of year, and frequent reminders to self-screen. This is a skill that schools will be reviewing and practicing in class. Copies of checklist to be available online, at office and any designated drop-off areas.
<p>Students are expected to wear a mask once they board the bus and it is to remain in place until they are able to physically distance 2 metres in the classroom.</p> <p>See attached document</p> <p>Guidelines for Use of Masks in SSRCE</p> <p>This information may be subject to change to reflect the latest Public Health information or updated documentation/directives from EECD, regarding the COVID-19 circumstance.</p> <p>Although all staff and students may choose to wear a mask whenever they feel appropriate to do so, this document is meant to further clarify expectations of when masks are required to be worn in SSRCE during COVID-19 precautions.</p>	Teachers are encouraged to integrate multiple opportunities to take students outside where they can have the opportunity to remove their masks. Students will practice mask protocols in the classroom.
Hand sanitizing. Students are expected to wash	

and/or sanitize their hands upon entering the building and entering the classroom.	
In situations where students are able to physically distance at 2 metres and desks face the same direction, masks can be removed.	Masks mandatory in hallways, common areas, classrooms or cohorts unless physical distancing can be maintained and desks facing same direction. Masks not required if eating or participating in physical activity.
Students will not engage in sharing of classroom supplies, e.g. devices, school supplies, etc...	Where sharing is necessary, devices/objects will be disinfected or set aside for 72 hours.
Movement in classrooms will be limited to essential tasks as necessary.	Best instructional practice will require students to be within 2 metres of the teacher at times. Teachers will model mask wearing protocols during these times.

Specialists	
<p>Music teachers will be traveling to the classroom. Music teachers will reference the new music curriculum. Music teachers will wear non-medical masks at all times and sanitize/wash hands between classes.</p> <p>Music teachers will refer to the new COVID 19 curriculum document for specific details.</p>	<p>P-3 students can participate in music class within their cohort without a mask. Physical distancing will be encouraged.</p> <p>4-6 students must wear a mask during music class unless 2 metre physical distancing is possible. Classes will be encouraged to go outside when possible.</p>
<p>French teachers will be traveling to the classroom. French teachers will wear non-medical masks at all times and sanitize/wash hands between classes.</p>	<p>4-6 students must wear a mask during French class unless 2 metre physical distancing is possible. Classes will be encouraged to go outside when possible.</p>
<p>PE teachers will refer to the new Covid-19 PE curriculum document for specific details.</p> <p>PE teachers will wear non-medical masks at all times and sanitize/wash hands between classes. Students will be travelling to PE classes - escorted by classroom teachers.</p> <ul style="list-style-type: none"> ● Outdoor activities are encouraged whenever possible ● Have ready to go equipment kits for P-8 	<p>Students need to practice good hand hygiene before and after classes.</p> <ul style="list-style-type: none"> ● Masks do not need to be worn during indoor physical activity where a mask cannot be worn. ● Masks do not need to be worn outside ● Masks need to be worn to and from class <p>Masks are to be stored in a clean place.</p>

students. No sharing of materials should take place. Equipment should be cleaned and disinfected between cohorts	
<p>Learning Support Teachers and School Based Interventionists (RR, ELI) and School Counsellors</p> <ul style="list-style-type: none"> ● These staff must wear a mask at all times when working with students. ● Schedule within cohorts whenever possible. ● Please refer to SSRCE Student Services document 	

Plan when student becomes sick during the school day	
Action	Location and person responsible
<p>The student will immediately put on a procedural mask and be taken to an Isolation Space (Sick Room).</p> <p>The student and staff will sanitize hands and be provided a procedural mask if not available.</p> <p>Cough and sneeze etiquette encouraged, staff and student perform frequent hand hygiene.</p> <p>The family is contacted to pick the child up immediately. Families are expected to pick up the child in a timely manner.</p> <p>Parents are to call 811 for assessment.</p>	<p>Teacher notifies the office and the student is directed to put on their non-medical mask and go there immediately.</p> <p>The student will be directed to the isolation space (Sick Room) by the designated individual present. If the space has a door, it should be closed. If the space has windows, they should be opened.</p> <p>The child's emergency contact will be immediately called by the Admin Assistant or the Administrator present and asked to come for pick up.</p> <p>The child will remain in the sick room until their drive has arrived and will be supervised by the designated individual.</p> <p>If the emergency contact is unable to pick up the child but are home, the school and the parents will come up with a plan on how to get the child home as quickly as possible.</p>
Plan when staff becomes sick during the school day	
Action	Location
The staff member to put on a procedural mask immediately	<ul style="list-style-type: none"> ● The staff person feeling sick from any employee group will immediately notify the Principal or Vice Principal of their condition.

<p>and perform hand hygiene.</p> <p>Notify the office that they will need to leave classroom.</p> <p>Administration will advise staff to leave immediately if they have transportation</p> <ul style="list-style-type: none"> ● If unable to leave the school, proceed to an isolation area, in conjunction with support from the office where a medical mask will be provided if available. <p>Leave the building as soon as possible.</p> <ul style="list-style-type: none"> ● Staff member will call 811 and follow Public Health Protocols 	<ul style="list-style-type: none"> ● The staff person will also be responsible to put their procedural mask on at this time and avoid contact with other persons. ● The Principal or Vice Principal along with the Admin Assistant will immediately begin looking for a substitute teacher. ● The Principal or Vice Principal will make sure the class is supervised. ● The class will continue working on the teachers' emergency substitute plan tasks. ● The staff member will leave the building as soon as they have made arrangements to go home. ● Staff will be provided with information about next steps (call 811). ● The Employee will continue to let administration know each day the update of their condition and as to whether or not they have had to be tested for COVID-19. ● Administrators will also do daily wellness checks with each staff member each day. This can be for health issues or for stress related issues.
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Screening of Students	Responsibility
<ul style="list-style-type: none"> ● Daily Covid-19 Checklist needs to be completed daily before coming to school. ● Attendance 	<ul style="list-style-type: none"> ● The Principal will have the Admin Assistant send out the weekly reminder via group email. ● A pre-screening checklist will be sent home before the first day of school and with each child on the first day of school. Parents can use this as a reference each morning. ● All Staff will be required, especially homeroom teachers, to remain vigilant for signs and symptoms of COVID-19 among their students each day.

Screening of Staff	
Action	Responsibility
<p>Daily Covid-19 Checklist needs to be completed daily before coming to school.</p> <p>Any other procedures communicated by HR</p>	<ul style="list-style-type: none"> ● The Principal will be responsible to go over a COVID-19 Daily Checklist at the start up staff meeting.

<p>Screening of Visitors (A visitor is any staff member / volunteer who does not work full time in the building)</p>
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Action	Responsibility
<ul style="list-style-type: none"> ● Visitors are ALL individuals that are NOT part of the 'day to day' staff at a school. This includes: circuit teachers, itinerant regional staff, regional office staff, regional operations staff etc. This can also include non- staff supporting the essential 'operation' of the school. i.e. Breakfast program volunteers. ● Visitors will be minimized to support the 'essential' programming for students and operation of the school. ● Identify and set up the visitor area and maximum capacity. ● Sign in form. ● Visitors will follow the Public Health protocols, which includes; Daily Covid-19 Checklist, wearing a non-medical masks at all times and be expected to practice hand hygiene before entering the school. 	<ul style="list-style-type: none"> ● A visitor area will be set up outside the main office in the school. ● Clear signage and markers for physical distancing will be used for this setup. ● An Administrator or Administrative Assistant will be responsible for supervision of the visitor area. ● All people entering the building will sign in at the entrance. Sign in includes a review of the COVID-19 Daily Checklist. Then be directed to appropriate areas if required. (For example: to perform maintenance in the ventilation room.) A binder of the sign in sheets and declaration of pre-screening will be kept by the admin assistant. ● All visitors must wear a non-medical mask during their time at school. <ul style="list-style-type: none"> ● If a parent/guardian is coming to the school to pick up a sick child, they will remain outside and the student will be escorted to the exit, following Public Health protocols.

Wearing of PPE Refer to COVID Update August 14, 2020

The wearing of Masks is dependent upon regulations and recommendations from Nova Scotia Department of Public Health. These recommendations are subject to change based on the status of COVID 19 within the province. These are the recommendations as of August 28th

Masks	
<p>Students (P-3)</p> <p>P-Gr3 masks are not required in class/cohort but are required on the bus.</p> <p>Once students have arrived in their cohort zone (classroom), students will disinfect their hands and may continue to wear non-medical masks or remove them.</p> <p>Students (4-6)</p> <p>Masks mandatory in hallways, common areas, classrooms/cohorts unless physical distancing can</p>	<p>The current recommendation is that students in grades P-3 may, but are not required to wear non-medical masks in school. Masks are not required during outside activity. Students will be encouraged to maintain physical distancing and remain in their cohort.</p> <p>The current recommendation is that students in grades 4-6 will wear non-medical masks when physical distancing cannot be maintained.</p>

<p>be maintained and desks facing same direction.</p>	<p>Students in grades 4-6 will be permitted to remove non-medical masks in classrooms if physical distancing can be maintained and desks are facing same direction. Masks are not required during outside activity. Students will be encouraged to maintain physical distancing and remain in their cohort.</p>
<p>Staff (P-3) When in areas where physical distancing is not possible, staff must wear non-medical masks.</p> <ul style="list-style-type: none"> ● In classroom ● If moving from classroom to classroom, strongly recommended in classroom regardless of physical distancing. ● During fire and emergency drills ● In common areas ● Around other staff <p>Staff (4-6) When in areas when physical distancing is not possible, staff must wear non-medical masks.</p>	<p>The current recommendation requires staff to wear non-medical masks when physical distancing cannot be maintained.</p> <ul style="list-style-type: none"> ● Some staff will need to transition between cohorts such as custodial staff, resource teacher music and Phys Ed teacher. ● Staff will sanitize/wash their hands when moving between cohorts. ● Staff will maintain their personal record of cohorts they work with each day.

Cohort - A subgroup of the school that will, whenever possible, remain isolated from other cohorts. The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group. These groups are defined for our purposes in order to better organize our students into recognizable groups that will facilitate contact tracing as well as mitigate the unnecessary cross-contamination throughout the overall student body.

Cohort Construction *When students are within their cohorts, physical distancing will still be encouraged when possible.

*All teachers will be required to provide class seating charts to administration.

Physical Distancing and Cohort Considerations	
<p>Class Configurations/Cohorts</p> <p>Pre-Primary Primary/1 Grade 1/Grade 2 Grade 3 Grade 4/5</p>	<p>Zones (Entry/Exit points, Washroom, Playground area)</p> <p>Students will arrive and enter the main door of the school, arrows, signage and staff will direct students to their classrooms.</p> <p>All doors will be locked to the school. Buzzer</p>

Grade 5/6	<p>system and camera will be used at front door.</p> <p>Hallways - marked with arrows to support two-way movement and 2 metre distancing when possible. Exit and Enter signs posted on entry and exit points of the gym and outside to maintain physical distancing and directionality.</p> <p>Washrooms – Only three students at a time will be permitted in the washrooms. Wait area has been marked to provide physical distancing for students. Sinks, stalls and urinals have been marked to provide distance between these areas for students. P-3 students are not required to wear masks. Grades 4-6 are required to wear masks.</p> <p>Playground – Designated areas have been marked off for the cohorts to play and for cohorts to have instructional time outside, as much as possible. These areas will be rotated weekly to provide cohorts a variety of play experiences and instructional time. Masks are not required. All students will practice physical distancing while in cohort, when possible.</p>

Cohorts Mixing for Instructional Reasons	
Cohorts at the P-6 level will not be combining except for individual programming purposes. Attention will be made as much as possible to scheduling individual cohorts e.g. resource room, learning centre, literacy interventions and supports, etc...	

Arrival	
Staggering of times when possible Bus	<p>Bus schedule – Route 244 (Brenda) 7:50am arrival Route 235 (Jamie) 7:43am arrival Route 238 (Peter) 7:50am arrival</p> <p>Students will enter the building through the main door (Enter and Exit signs posted) with masks on and maintaining physical distancing, when</p>

	<p>possible.</p> <p>Parent drop offs – Students will enter the building at the same main entrance (Enter and Exit signs posted) with masks on and maintaining physically distancing when possible. If before 8:00am, students can enter building through main door (Enter and Exit signs posted) and proceed to classroom through main door while maintaining physical distancing.</p> <p>If student arrives after 8:00am, parent will buzz door and following Public Health protocols. Student will be signed into school with sign in book located outside of the office by Admin Assistant and/or Administrator.</p>

Departure	
Staggering of times when possible	<p>Bus – Grade Pre-Primary will dismiss and load the buses 1:45 through the right side gym door (Enter and Exit signs posted) Grade Primary/1 will dismiss and load the buses through the side door (Grade P-3 wing) at 1:50. (Enter and Exit signs Posted) Grade 1/2 will dismiss through the right side gym door at 1:50 (Enter and Exit signs posted) Grade 3 will dismiss through the side door at 1:52. (Enter and Exit signs posted) Grade 4/5 students will dismiss through the side door (Grade 4-6 wing) at 1:53. Grade 5/6 students will dismiss through the main door (grade 4-6 wing) at 1:54. (Enter and Exit Signs posted)</p> <p>Parent pick up – Parent will wait outside for student to be dismissed at dismissal time (1:55). Students will dismiss through main door (Enter and Exit signs posted) If before dismissal time parent will be buzzed in to sign book by the office and then student will dismiss through main door (Enter and Exit signs posted)</p> <p>ALL students will maintain 2 metres of physical</p>

	<p>distancing when possible.</p>
<p>Moving from cohort classroom to a specialist class</p> <ul style="list-style-type: none"> ● Staggering of times when possible ● No movement of classes outside of the cohort zone except for specialist 	<ul style="list-style-type: none"> ● Physical Education – Classroom teachers will escort and meet Phys Ed teacher to specialist areas. Classroom teachers will return to pick up their class at the designated enter/exit door and will escort their students back to their homeroom. ● Core French/Music - Classes will be instructed for Core French/Music in their classroom. The Core French and Music teacher will travel to the class, following the appropriate guidelines: Practice good handwashing upon leaving one cohort and before entering another, Maintain a record of which cohorts they visited each day, Wear personal protective equipment (PPE) when necessary. No singing in music class unless students can maintain 3.5m/12ft. distance . ● Resource, Behavioural Resource, and outside agencies will also directly pick up students and return students to their cohorts.

<p>Washrooms</p> <p>Staggering of times when possible and limiting numbers</p>	<ul style="list-style-type: none"> ● All students will use the two washrooms located in the gymnasium. Maximum number of students in either washroom is 3. Students will wait on designated floor marking (Stand/Wait Here) until space is available in the washroom. If there is a line, student will return to class and try going again at a later time. ● Cohort washroom breaks will be staggered in correlation to staggered recess and lunch breaks. ● When an individual student needs to use a washroom, they will be asked to go directly to the washroom and only enter when it is not at its maximum. If there is a line, they will be taught to return to class and try going again at a later time.
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	<p>Water refill station is available in the gymnasium for all students. There are no fountains available in the school.</p>
<p>Hand Hygiene Skill - we recognize that this is an important skill to be taught, modelled and prioritized in teaching.</p>	<ul style="list-style-type: none"> ● Hand Hygiene - washing with soap and water, or 60% alcohol-based hand sanitizer when not readily available. <p>Hand Hygiene is extremely important at any times during the day but especially before entering the school and classrooms, eating/drinking/handling food, and outdoor activities. Also after sneezing/coughing/blowing nose, outdoor activities, eating/drinking.</p> <p>Washroom/ hand hygiene breaks must be scheduled for each class.</p> <ul style="list-style-type: none"> ● Hand sanitizer will be available in classrooms to help avoid the high volume of students needing to go to the washroom at once. Hand sanitizer is to be kept out of reach of children, and used with supervision. With young children (under 12), staff should dispense in the child's hand and observe while the child rubs in the sanitizer. Encourage and model proper technique.
<p>Hallways Staggering of times when possible</p>	<ul style="list-style-type: none"> ● Students are divided into two main areas of the school, P-3 wing and 4-6 wing. Each cohort, in each wing, will not share hallway space at the same time: when possible, and therefore reducing significantly the opportunity for cohort mixing. ● All staff will wear a non-medical mask during hallway interactions.
<p>Coat Hooks</p>	<ul style="list-style-type: none"> ● Students can use hooks outside of classroom. ● Students will be sent to retrieve their items in a staggered manner.

<p>Mass Gatherings</p>	<p>Mass Gatherings:</p> <ul style="list-style-type: none"> ● Will need to follow the current NS Public Health COVID Guidelines for Mass Gatherings. ● Many of our Mass Gatherings may need to be planned in different ways if they are to proceed at all.
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<p>Outdoor Recess Break Three staggered recess breaks 9:45 – 10:00 – Grade Primary & Grade 4/5 10:00 – 10:15 – Grade 1/2 10:15 – 10:30 – Grade 3 & Grade 5/6</p> <p>Recess snacks will be before or after outside time instructed and led by classroom teacher.</p> <p>Outdoor Lunch Break Three staggered lunch breaks 11:15 – 11:45 – Grade Primary & Grade 4/5 11:45 – 12:15 – Grade 1/2 12:15 – 12:45 – Grade 3 & Grade 4/5</p> <p>Lunch eating time will be in the classroom 11:45 – 12:00 – Grade Primary & Grade 4/5 12:00 – 12:15 – Grade 3 & Grade 4/5 12:15 – 12:30 – Grade 1/2</p>	<p>Staggered recess & lunch breaks enables one cohort at a time to be in the hallway to dress for outside time. Cohort will use marked exit and enter doors appropriately and will enter and exit school.</p> <p>Grade Primary – P-3 wing exit/enter door Grade 1/2 – Right side gym door exit/enter Grade 3 – P-3 wing exit/enter door Grade 4/5 – 4-6 wing exit/enter door Grade 5/6 – Main door exit/enter door</p> <p>Students will use the washroom and/or sanitize hands before recess snack and lunch time eating time in relation to outdoor schedule. Students will bring their own snacks and will eat them in their classroom before or after morning recess depending on their schedule. Lunch will be eaten in classrooms.</p>
<p>Breakfast Program Hot Lunch Program (Thursdays)</p>	<p>Breakfast Program</p> <ul style="list-style-type: none"> ● For the 2020/2021 School Year, Breakfast Program Volunteers will complete the pre-screening each day that they are in the building. ● All Breakfast program food items will be delivered to homeroom classes instead of students picking them up each day. <ul style="list-style-type: none"> ● All food items delivered will be pre-packaged ● A different volunteer will be responsible to deliver these items to the two wings (P-3 and 4-6) and cohorts of the school. ● Volunteers will wear a non-medical mask. <p>No students will have access to microwaves in the school.</p> <p>No students will have access to the kitchen/staff room in the school.</p> <p>Hot Lunch Program</p> <ul style="list-style-type: none"> ● For the 2020/2021 School Year, Hot Lunch Program Volunteers will complete

	<p>the pre-screening each day that they are in the building</p> <ul style="list-style-type: none"> ● All Hot Lunch Program food items will be delivered to homeroom classes instead of students picking them up each day. ● A different volunteer will be responsible to deliver these items to the two wings (P-3 and 4-6) and cohorts of the school. ● All food items served will be pre-packaged.
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<p>Custodian Cleaner and staff disinfecting- Enhanced Cleaning and Disinfection of Shared Areas and Surfaces *Shared Chromebooks, sporting equipment, home, etc., shop tools etc.</p>	
<p>Enhanced cleaning protocols</p>	<p>Desk and high touch areas in classrooms will be disinfected twice per day. Washrooms will be cleaned twice per day as well.</p> <p>Cleaning products will be provided for each classroom for enhanced cleaning. Staff will receive relevant training.</p>
<p>Shared spaces in classroom, Learning Centre</p>	<p>At end of class or session student (where appropriate) will be provided paper towel, teacher will spray the paper towel with disinfectant or soap and water mixture and student will wipe down desk top and properly dispose of paper towel</p>
<p>Chromebooks</p>	<ul style="list-style-type: none"> ● Chromebooks and/or iPads are assigned to each cohort exclusively. ● Students will be assigned where possible to specific Chromebooks/iPads ● Students will wipe down and disinfect their Chromebooks after each use.

Staff Considerations	
Staff Breaks	<ul style="list-style-type: none"> ● Teachers from different cohorts will need to remain as separate as possible for the 2020/2021 school year. ● Teachers will be encouraged to take breaks in their workspaces as much as possible. ● The staffroom/ kitchen can be used by staff following Public Health protocols. Physical distancing in the staffroom/kitchen will be maintained when possible. <p>No students will have access to the staffroom/kitchen.</p> <ul style="list-style-type: none"> ● Teachers must clean up after themselves. Dishes cannot be left in the sink. ● Washing / sanitizing while in the staffroom / kitchen. ● Recess duty schedule and lunch-time duty schedule will be followed. ● Staff from the different cohorts will have their lunch breaks at different times as much as possible. (Following the outdoor schedule of students mentioned above)
Staff Materials	<ul style="list-style-type: none"> ● Teachers will be encouraged to clean classrooms of clutter or extra items prior to students beginning the school year. ● Staff will store personal items like coats, boots, etc. in their actual workspace this year. ● Staff will be asked to keep open beverage containers such as cups out of their class this year.
Substitutes	<ul style="list-style-type: none"> ● Substitutes will be required to wear non-medical mask. ● Substitutes will receive reminders from AESOP ● ● Substitutes will be asked to arrive early enough to become familiar with school plans and protocols. ● Substitutes will be required to bring PPE with them as required. ● Substitutes will need to sign in and will also have to sign a declaration form upon arrival. The Admin Assistant will look after the collection of the forms.
Shared Staff Spaces	<ul style="list-style-type: none"> ● Staff will be asked to eliminate as many touch points as possible.

	<ul style="list-style-type: none">● Staff will need to practice physical distancing in shared areas such as the main office/photocopy rooms, staff room/kitchen, supply areas etc. <p>Meetings</p> <ul style="list-style-type: none">● Staff meetings will be in the gymnasium maintaining physical distancing protocols and/or staff meetings will be virtual, outdoors and use of emailing to reduce number of meetings.
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