



LEO HAYES HIGH SCHOOL RETURN TO SCHOOL OPERATIONAL PLAN 2020-2021

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<https://secure1.nbed.nb.ca/sites/ASD-W/LeoHayesHigh/Pages/default.aspx>

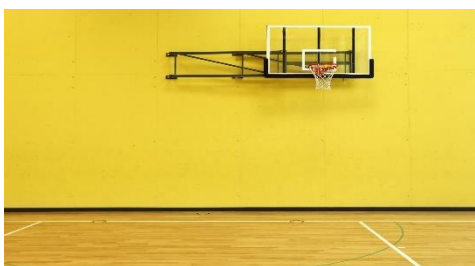


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PREFACE

When returning to school at Leo Hayes High School, it is essential that you review the Return to School Operational Plan in advance. This plan has been created in consultation with the Department of Education and Early Childhood Development, Anglophone School District West, Public Health and WorkSafe NB.

With the Return to School Operational Plan, we hope to limit the potential spread of COVID-19 while also providing quality education and student services. The pandemic may have changed how we work, interact, and educate, but it is our priority to maintain a high standard of education for all students. Our continued focus will be placed on ensuring consistent and transparent communication as well as quality education in the classroom.

It is important to remember that this document is a living document and is subject to change as additional information becomes available to us. If any changes occur, information will be communicated using our school messaging system, email, and school website. Please check those avenues of communication regularly for the most up-to-date information.

It is our goal to maintain learning and working environments that are welcoming, respectful, inclusive, healthy, and safe.

WHAT SHOULD BE EXPECTED WHEN RETURNING TO THE SCHOOL BUILDING?

You can expect changes when you enter the school, work in your classrooms and office settings, and when interacting with your peers, teachers, administrators, and support staff. These measures have been put in place to keep you and everyone else safe.

This school will have specific protocols in place for screening and prevention measures. Administrators and teachers will review these with you upon your return. It is essential for all school members (students, school personnel, parents/guardians, and community members) to follow all directives.

Proper hygiene practices are always strongly recommended to prevent illness. Please see the hand washing section located on page 8 of this document. Signs will be posted throughout the school to help remind you of proper hand washing and sanitizing protocols.

You will see increased signage regarding COVID-19 screening and proper hygienic practices will be posted in all work areas.

You may be directed to have your temperature taken upon entering the school.

You will need to maintain physical distancing from each other as you travel through the building and work in classrooms. Specific details for classrooms and common spaces (cafeteria, cafeteria lobby, gym, etc.) are located in other sections of this document.

All school members (students, school personnel, parents/guardians, and community members) are required to wear a mask in common areas (cafeteria, library, hallways, etc.) to help reduce the spread of germs. Masks are not required in classrooms unless physical distancing cannot be maintained.

1. SCHOOL ATTENDANCE

Students in Grade 9 to 12 will learn full-time but will attend classes physically on a rotational basis (minimum every other day). Some students may be in school full-time depending on existing space and teacher availability. When not physically in school, students will be engaged in blended learning methods, using a variety of instructional means that may include: online learning, guided projects, and experiential learning.

2. EDUCATIONAL PLANNING

Prescribed learning objectives will be mandatory for the 2020-21 school year. A targeted curriculum focusing on students achieving core outcomes will be delivered.

Schools and school districts will organize schools, grades, and classes to deliver the curriculum with the following expectations:

- While attendance at school is the preferred standard for learning, a model of blended learning and school attendance in person on a **rotational basis** will be adopted. When not in school, students will continue to learn remotely.
- Teachers will be assigned students reflecting a regular class size
- Teachers will be responsible for their entire class, whether they are physically present or engaged in blended learning activities
- Teachers are responsible to establish learning activities for students to accomplish while not in the classroom (e.g., experiential, project-based or online learning).
- Teachers will be required to ensure students at home have learning materials and relevant resources or are receiving direct teaching online
- Depending on availability, students may be encouraged to take online courses, experiential learning opportunities and other methods of learning (co-op and other types) to satisfy learning outcomes. Flexible course options must be available to students
- Technology will be used to support learning. In grades 9 to 12, students are required to participate in "Bring Your Own Device". Students may be required to bring their own electronic devices to school for learning. This does not mean the personal device will be used in class for each subject. Each subject has different requirements with the use of technology. Teachers will advise students of the requirement.
- IT infrastructure will be enhanced to support the Bring Your Own Device Initiative. All New Brunswick students have access to Office 365 including platforms such as Outlook (email), Microsoft Teams, Microsoft Forms, Microsoft Word, Microsoft PowerPoint, etc.

3. ACCESS TO PUBLIC SCHOOL BUILDINGS

Access to public schools will be limited to the following:

- Students
- School personnel, as defined in the *Education Act* (this includes visiting teachers, school district personnel, volunteers, and extra resource people)
- Visiting teachers and other school personnel who travel between schools and have contact with students will have additional protocols, including an activity log. Districts will try and limit the number of schools that these employees visit
- Authorized access as approved by the principal (e.g. – repair work, emergencies, public health nurses, etc.)
- Regulatory officers (WorkSafe NB and Public Health representatives)

Drop-in or unplanned visits by parents and guardians will be limited and not encouraged. Virtual or phone contact will be the primary method of communication. In person meetings will follow Health and Safety Directives. The operational plan of a school may require community masks.

3.1 PICK UP AND DROP OFF PROTOCOLS AT LHHS (Appointments/Mid Day)

PICK UP	DROP OFF
<ul style="list-style-type: none"> • Parents/Guardians must call the Main Office prior to pick up to notify the Administrative Assistant the time for which they will be picking up the student(s). • The Administrative Assistant must determine through Power School or records kept on file that the student has been authorized to be picked up by the individual contacting the school before permitting to sign out. • The Administrative Assistant will call the student to the Main Office to sign out and wait for their parent/guardian. 	<ul style="list-style-type: none"> • Parents/Guardians must drop off students at the Main Office entrance. • Students must use the electronic communication buzzer to gain entrance through the Main Office entrance. • Students must sign-in at the Main Office with the Administrative Assistant.

A sign-in logbook will be maintained by the Administrative Assistants at the Main Office. Entrance to the building will be provided at the Main Office. Visitors will be buzzed into the office through communication with the Administrative Assistant. All visitors must sign in upon arrival.

3.2 DROP OFF TIMES (MORNING)

The earliest drop off time will start at 8:15AM when the main doors will be open.

4. SCHOOL HOURS AND TRANSITIONAL TIMES

Students will be physically attending school every other day on a rotational basis divided based on last names beginning with the following letters:

Rotation Day 1	Rotation Day 2
A to L	M to Z

4.1 MORNING ARRIVAL ROUTINE

- Staff supervision will be in place to ensure physical distancing and protocols are enforced.
- The student population has been reduced by approximately half each day to reduce the number of students in the building on any given day.
- Appropriate signs will be posted to instruct students of protocols to follow while in the building.
- Teachers are expected to be in their classrooms no later than 8:55 AM (unless on duty).

4.2 DAILY SCHEDULE

TIMES	PERIOD/TRANSITION
9:15 AM	Warning Bell
9:20 AM – 9:30 AM	Homeroom
9:30 AM – 9:40 AM	Nutrition Break
9:40AM – 10:40AM	Period 1
10:40AM – 10:50AM	Nutrition Break
10:50 AM – 11:50 PM	Period 2
11:50 AM – 12:00 PM	Transition
12:00 PM – 1:00PM	Period 3
1:00 PM – 1:45 PM	Lunch
1:45PM – 2:45PM	Period 4
2:45 PM – 2:55 PM	Transition
2:55PM – 3:55PM	Period 5

4.3 END OF DAY DEPARTURE ROUTINE

- Staff supervision will be in place to ensure physical distancing and protocols are enforced.
- The student population has been reduced by approximately half each day to reduce the number of students in the building on any given day.

- Appropriate signs will be posted to instruct students of protocols to follow while in the building.
- Teachers may leave no earlier than 4:20 PM.

5. SPORTS AND EXTRA CURRICULAR ACTIVITIES

The Department of Education and Early Childhood Development in collaboration with New Brunswick Interscholastic Athletic Association and the Department of Public Health, are working on developing directives to support extracurricular activities. More information will be provided as it becomes available. Please check the NBIAA website for ongoing updates: (<https://www.nbiaa-asinb.org/en/>).

6. HEALTH AND SAFETY

The health and safety of our students and school personnel remains our top priority. It is our goal to provide a positive, healthy, and safe learning and working environment for all those who enter our building. We acknowledge and understand that this year will be different from others, but as a school team, we will work together to provide engaging learning and working conditions to best meet the needs of students, school personnel, and parents/guardians.

The school must be equipped with the following:

- Hot/Cold running water
- Liquid soap
- Paper towel
- Toilet paper
- Hand sanitizer refills
- Cleaning and disinfecting supplies
- PPE – Community masks and gloves

6.1 SHARED MATERIALS

- Shared materials such as computers and other technology, gym and physical activity equipment, musical instruments, common use school supplies, and any other shared materials must be cleaned and sanitized between uses by a member of school personnel.
- If this is not possible, the materials should not be made available for common use.
- Students in grades 6 to 12 will be required to disinfect their desks and their chairs each class.

6.2 ASSEMBLIES AND CO-CURRICULAR ACTIVITIES

- Assemblies and other school-wide events will be held virtually.
- Co-curricular activities such as field trips will be permitted as long as students can physically distance.
- These activities will follow any additional health protocols required by Public Health.
- Outdoor activities are recommended and should be prioritized.

6.3 WATER FOUNTAINS

- The use of water fountains is not permitted.
- Refilling stations have been installed.
- All staff and students are required to bring a refillable water bottle to school.
- When using the refilling station, it is essential that all staff and students ensure that the mouth of the bottle does not come in contact with the nozzle.

- Signage will be posted around the refilling stations to remind all personnel on proper use.

6.4 FOOD SERVICES

- Our school cafeteria will be open for students to access. The cafeteria will follow Public Health and WorkSafe NB requirements for food service providers.
- Breakfast and snack programs will continue uninterrupted to ensure food security. Additional cleaning and hygiene procedures will be established.
- Buffets, where students serve themselves, are not permitted at this time.
- Cafeteria lines will follow physical distancing regulations.
- Shared food containers, such as shared pitchers of water or juice in dining areas are discouraged.
- Self-serve items such as utensils, straws, etc. will be individually wrapped.
- Students and school personnel are discouraged from sharing any food.
- Please see the [Chartwells Re-Opening Plan for Your Cafeteria](#) for additional information.

6.5 HAND WASHING

Handwashing stations must be equipped with hot and cold running water under pressure, liquid soap, and paper towel, or appropriate hand sanitizer. Handwash signs will be posted in all appropriate areas. Handwashing procedures will be reviewed with staff and students.

Hand Washing with Soap and Water	<p>To wash your hands properly with soap and water, follow these steps:</p> <ul style="list-style-type: none"> • Wet your hands and apply liquid soap or clean bar soap. • Rub your hands vigorously together, scrubbing all skin surfaces. • Pay special attention to the areas around your nails and between your fingers. • Continue scrubbing for at least twenty seconds. Sing the Happy Birthday song twice! • Rinse your hands and dry them well. • Turn off taps with paper towel. • Open the bathroom door with paper towel in hand and then dispose in waste basket.
Hand Washing with Sanitizer	<p>Alcohol-based hand sanitizers with a minimum 60% alcohol that has been approved by Health Canada may be used if there is not access to soap and water, and if their hands are not visibly soiled.</p> <p>To wash your hands properly with alcohol-based hand sanitizers, follow these steps:</p> <ul style="list-style-type: none"> • Apply hand sanitizer • Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists • Rub until dry

School personnel and students must practice good hand hygiene. They must wash their hands frequently with soap and water, especially:

- on arrival (if not feasible, hand sanitizing is acceptable)
- before and after meals
- after using the toilet
- after blowing nose, coughing or sneezing
- after playing with shared toys, communal items or learning materials

- after handling animals or their waste
- before and after taking medications
- after being outside

In addition, school personnel are required to wash their hands:

- before and after handling food
- after helping a student use the toilet
- after breaks
- before and after giving medications

There will be a minimum of one hand sanitizing station per classroom and one station per common area for staff and students to use.

6.6 OTHER PERSONAL HYGIENE ETIQUETTE

- Avoid touching the face, eyes, nose or mouth with unwashed hands.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then wash hands.

6.7 COMMUNITY MASKS

Please see the provincial document [Use of a Community Face Mask to Help Reduce the Spread of COVID-19](#). This document outlines how to properly wear, remove, dispose and/or wash your community mask.

- Community masks are an effective tool to control transmission of COVID-19. When worn properly, a person wearing a community mask or face covering can reduce the spread of his or her own infectious respiratory droplets.
- All students and school personnel must have a clean mask for use during the school day.
- Students are not required to wear a community mask in the classroom unless physical distancing of one metre is not possible.
- Staff and students must use masks in common areas outside their class. This includes during transition times between classes, when entering or exiting the building, during lunch hour, etc.
- The school will have limited emergency masks on hand.
- In the case of an emergency or emergency drill, masks are recommended (but not to the detriment of the response to the drill).
- Community mask requirements will not apply to students or school personnel who have been advised by a medical professional to not wear one due to an underlying medical condition, such as asthma, etc. Appropriate documentation will be required and submitted to the principal.
- In some instances, face shields may also be worn as an additional measure. Please note, face shields are not the same as a community mask and do not offer the same protection. As such, if a shield is worn, a community mask must also be worn. School personnel will be provided with face shields, and it is a personal choice to wear one.
- Students in grades 6 to 12 must wear a community face mask when entering and exiting the bus. If the student is sitting alone or with a member of the same household, the community mask may be removed; however, must be worn when exiting the bus.

- If students in grades 6 to 12 do not have a mask upon boarding the bus, one will be provided temporarily. Parents are to provide clean masks for student use.

The use of a community mask does not replace the requirement for physical distancing. It is a measure used in conjunction with other practices to mitigate the risk of COVID-19 spread.

6.8 SCREENING

All members of the school community, school personnel, students, and parents/guardians are an essential component of keeping our school a safe and healthy space. It is critical for us all to do our part when preparing to enter the building each day.

SCREENING RESPONSIBILITIES	
Parents/Guardians and Students	<ul style="list-style-type: none"> • Parents/guardians will be given the attached document on symptoms of COVID-19. • Parents will be asked to monitor for symptoms of COVID-19 and will be asked to take their child's temperature prior to the child leaving for school. • Parents/guardians will be required to ensure that their child remains at home if they are not feeling well. • As per provincial protocol, parents/guardians will need to have their child tested for COVID-19 when presenting with sufficient symptoms to require testing. Parents/guardians will be asked to contact 811 if they are unsure as to whether or not testing is required. • Members of the public who have an appointment to enter the building will be required to answer the COVID-19 questions prior to entering the building.
School and District Personnel	<ul style="list-style-type: none"> • Passive screening will be required for all staff and school personnel. • Signage will be posted at all entrances. • Staff will be provided with a symptoms checklist to use to check prior to leaving for work each day.

6.8.1 Self-Monitoring

Students and staff members are to self-monitor throughout the day. If students or staff members become ill, they are to report this to their direct supervisor and/or administration immediately. Students will immediately move to isolation. Staff members will leave immediately. Students and staff who begin to feel ill will be required to wear a mask immediately following onset of symptoms.

6.8.2 Suspected Case of COVID-19

If a member of the school's personnel becomes aware that an individual is suspected of having COVID-19, he/she will notify the administration. A member of the administrative team will make contact with the individual to verify the information. School personnel and parents/caregivers are to

report to administration if they or their child is suspected of having COVID-19. School personnel and students will be required to stay at home until they have received confirmation that they do not have COVID-19.

6.8.3 School Self-Isolation Space

People showing signs of illness will go to the room next to the Public Health Nurse's office. The individual who is sick will be given a mask to wear (if he/she does not have a mask). All staff in the office will be required to wear masks and maintain a distance of two meters from the individual exhibiting symptoms. The door to the room will be kept shut while the person is inside (windows will allow for monitoring of the individual). Following the departure of the individual, the custodian, while wearing the appropriate PPE, will disinfect the room, closing the door when finished. A designate will call 811 and comply with the instructions provided. Student who have been isolated must be picked up within one hour of notification.

6.9 OUTBREAK MANAGEMENT PLAN

The Provincial government has outlined the outbreak management plan in their [Return to School: Guide for Parents and the Public](#) document released on August 13, 2020. Please see pages 8 and 9 of this document for supporting details.

- Public Health will notify the school district and the school when there is a positive case in the school.
- The school administration will communicate to parents and school community once information has been received from Public Health.
- Public Health will be responsible for contact tracing, with support from the school administration, and will communicate next steps.
- In the event a school, region or the province is shut down because of an outbreak, as directed by Public Health, students will not be permitted inside the school building. The school will only be closed to school personnel if Public Health closes the building. If the building is not closed, school personnel are expected to report to school and continue offering education to students at a distance.
- Education will continue to be mandatory during an outbreak. For grades 9 to 12, learning will move completely online with regular teaching from teachers.
- If an outbreak is confirmed, Public Health will notify the school about the requirements to post appropriate notices for parents/guardians to ensure disease information is available for school personnel and parents/guardians.
- Confidentiality of a suspected or confirmed case is paramount. Communication to the school community will be guided by the Regional Medical Officer of Health.

7. CLASSROOM AND OTHER SPACES

For students and school personnel, physical distancing of one metre is required while in class. Within common areas of the school, every effort should be made to respect physical distancing of two metres.

7.1 CLASSROOMS

7.1.1 Number/Grouping of Students

- Students will be physically attending school every other day on a rotational basis divided based on legal last names beginning with the following letters:

Rotation Day 1	Rotation Day 2
A to L	M to Z

- Whenever possible class size will be limited to 15, extenuating circumstances may result in a maximum of 18, provided the physical classroom can safely provide adequate social distancing.

7.1.2 Classroom Setup

- Desk will be spaced a minimum of one metre apart in rows.
- No grouping or pairing of students at desks will be permitted in classrooms.

7.2 STUDENT/PUBLIC WASHROOMS AND CHANGEROOMS

Leo Hayes High School has several student and staff washrooms throughout the building. It is essential that we follow the points listed below to ensure proper physical distancing and hygiene in these areas.

- Signs will be posted with number of students permitted at one time in the bathrooms.
- Some stalls may be closed off to ensure proper physical distancing. This will result in a reduced number of students using the facilities at any one time.
- Appropriate signs will be posted inside concerning proper hygiene protocols for washing hands.
- The number of students physically in the building has been reduced by half to support physical distancing protocol.
- Washrooms and changerooms will be cleaned a minimum of three times a day.
- Washrooms will have a limited capacity and it is the responsibility of the student to check the capacity and wait patiently outside the washroom for others to finish.

7.3 COMMON AREAS

At Leo Hayes High School, we have several large common areas. To help minimize the traffic in these areas and to ensure proper physical distancing of two metres, the following steps have been taken:

- The student population has been reduced by approximately half each day to reduce the number of students in the building on any given day.
- Supervision by staff and administration will be present to enforce the physical distancing measures recommended by Public Health.
- Proper marking on the floor will be provided for students to wait in the lineup for food of two metre of physical distance.

Cafeteria	<ul style="list-style-type: none"> • Cafeterias will follow Public Health and WorkSafe NB requirements for food service providers. • Tables will be taken out and/or seats will be marked off to ensure physical distancing is two metres while seated at provided tables. • In our cafeteria, we must maintain a maximum number of 50 people (students and school personnel) at any one time.
Upstairs Cafeteria	<ul style="list-style-type: none"> • Cafeterias will follow Public Health and WorkSafe NB requirements for food service providers. • Tables will be marked off to indicate which may be used. Additional students will not be permitted to stand near the two-seater tables. • In our cafeteria, we must maintain a maximum number of 50 people (students and school personnel) at any one time.
Hallways	<ul style="list-style-type: none"> • A directional map will be provided for staff and students designating the appropriate entrances, exits, direction of traffic in hallways, and stairwells. • Appropriate allocation of lockers will be spaced out for homeroom students to reduce proximity to another student in the hallway. • The mezzanine above the gymnasiums will be used as a pass-through hallway. Congregating and seating will not be permitted.
Staircases	<ul style="list-style-type: none"> • A directional map will be provided for staff and students designating the appropriate entrances, exits, direction of traffic in hallways, and stairwells. • Smaller stairwells will be marked with appropriate directional signs indicating access up or down that can be used. • The fixed tables at the top of the staircases may be used by students without additional congregating around tables.
Main Entrance Lobby	<ul style="list-style-type: none"> • At the main doors, posters with appropriate and up-to-date signage on concerning COVID-19 instructions and questions will be posted. • Congregating will not be permitted.

Gym	<ul style="list-style-type: none"> • The mezzanine and lower hallway will be closed to students during unstructured times. • The gym curtain will be used to divide the gym when necessary to ensure proper social distancing of students. • Changing rooms will be available with limited access. Gymnasium washrooms will be available with limited access for changing and washroom use. • The gymnasiums will only be in use during class times.
Library	<ul style="list-style-type: none"> • The library will be available for use; however, the physical arrangement will change to follow physical distancing protocols. • Maximum of one rotational class at a time will be permitted. • Additional cleaning will also be in place. • As per classroom cleaning protocol, students will be responsible to clean their individual space.
Student Washrooms	<ul style="list-style-type: none"> • Student washroom space is limited to three students at a time in male and female washrooms. • Single-use gender neutral washrooms are in first floor of D Wing East and first floor of A Wing across from guidance.

Guidance Area

School administration will work with the school's guidance team to determine protocols for this area of the building. This plan will include:

- Determine the safe number of students to have in the waiting room area
- Review the process for seeing guidance (appointments, drop-ins, etc.)
- Remove or mark off seating in the waiting areas

The plan will be communicated to all students and school personnel once established. Signage will be posted outside the main guidance area as well as in each waiting area.

Resource Area

School administration will work with the school's resource team to determine protocols for this area of the building. This plan will include:

- Determine the safe number of students to have in the Learning Centre
- Review the process for seeing a resource teacher (appointments, drop-ins, etc.)
- Remove or mark off seating in the Learning Centre

This plan will be communicated to all students and school personnel once established. Signage will be posted outside each learning centre.

Integrated Service Delivery (ISD) Supports will continue to see students for appointments during the school day. Physical distancing and proper cleaning protocols will be followed.

7.4 STAFF SPACES

STAFF ROOMS	Upper and lower staffrooms will have a maximum capacity of six people, provided social distancing can be accomplished. Masks are required in these spaces.
	Use of any dishes, glasses, and/or cutlery that is at the school in staff rooms will not be permitted. Please bring what you need from home.
	Dishes brought from home are to be taken home to be washed. Sinks will be reserved for handwashing.
	Use of Keurig machines will be permitted. Sanitize before each use.
	Water fill stations will be available. Please bring your own waterbottle.
	Microwaves and fridges will be available for use.
MAIN OFFICE	The main office is not set up for effective social distancing.
	The main office is closed to traffic.
	Before entering the office please report to the main window.
	Permission must be given by the Administrative Assistant to enter the office area.
	When invited to a meeting in the main office, a maximum of four people will be permitted in the VP offices and five people in the Principal's office.
	Desks and other hard surface areas should be kept clear for proper wipe downs.
STAFF WASHROOMS	<p>Staff washrooms available for staff are:</p> <ul style="list-style-type: none"> • Main floor staff washrooms • Second floor staff room staff washroom • Upstairs C-Wing (B213) washroom • Main floor D-Wing 120

8. COMMUNICATION

During these unprecedented times, communication has been and continues to be an essential component of our ongoing success.

- Appropriate signage will be posted on the Main Office doors.
- Information will be posted on the school website and sent home through School Messenger.
- A School Map will be created and provided to all students and staff members. This map will identify the directional traffic and entrance/exit points within the building.
- Operational Plan posted to the school web site for the public.
- A sign-in logbook will be kept and maintained by the Admin Assistant at the Main Office
- Homeroom teachers to outline important features related to the plan for students.

<p>School Personnel</p>	<ul style="list-style-type: none"> • The operational plan will be sent to school personnel via e-mail upon district approval of the plan. • Staff will be asked to read the plan prior to entering the building on their first day of work. • On the first day of work, a virtual meeting will be held with staff to go over the plan. • If a teacher does not return to work on August 31st, the plan will be reviewed with them in small groups or individually. 																							
<p>Students</p>	<ul style="list-style-type: none"> • The operational plan will be communicated to students by homeroom teachers. • In order to ensure that students are fully aware of the plan, students will return to school on a staggered entry basis as per the following schedule: <table border="1" data-bbox="383 1087 1507 1703"> <thead> <tr> <th data-bbox="383 1087 883 1171">Date</th> <th data-bbox="888 1087 1063 1171">Grade</th> <th data-bbox="1068 1087 1507 1171">Student's Last Name Beginning With</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 1171 883 1262">Tuesday September 8, 2020</td> <td data-bbox="888 1171 1063 1262">9</td> <td data-bbox="1068 1171 1507 1262">A to L</td> </tr> <tr> <td data-bbox="383 1262 883 1352">Wednesday September 9, 2020</td> <td data-bbox="888 1262 1063 1352">9</td> <td data-bbox="1068 1262 1507 1352">M to Z</td> </tr> <tr> <td data-bbox="383 1352 883 1442">Thursday September 10, 2020</td> <td data-bbox="888 1352 1063 1442">10, 11, and 12</td> <td data-bbox="1068 1352 1507 1442">A to L</td> </tr> <tr> <td data-bbox="383 1442 883 1533">Friday September 11, 2020</td> <td data-bbox="888 1442 1063 1533">10, 11, and 12</td> <td data-bbox="1068 1442 1507 1533">M to Z</td> </tr> <tr> <td data-bbox="383 1533 883 1623">Monday September 14, 2020</td> <td data-bbox="888 1533 1063 1623">ALL</td> <td data-bbox="1068 1533 1507 1623">A to L</td> </tr> <tr> <td data-bbox="383 1623 883 1713">Tuesday September 15, 2020</td> <td data-bbox="888 1623 1063 1713">ALL</td> <td data-bbox="1068 1623 1507 1713">M to Z</td> </tr> </tbody> </table> <p>Note</p> <ul style="list-style-type: none"> • Monday, September 14, 2020 is the first day of Rotation Day 1 for ALL students with the last name beginning with A to L. • Tuesday, September 15, 2020 is the first day of Rotation Day 2 for ALL 			Date	Grade	Student's Last Name Beginning With	Tuesday September 8, 2020	9	A to L	Wednesday September 9, 2020	9	M to Z	Thursday September 10, 2020	10, 11, and 12	A to L	Friday September 11, 2020	10, 11, and 12	M to Z	Monday September 14, 2020	ALL	A to L	Tuesday September 15, 2020	ALL	M to Z
Date	Grade	Student's Last Name Beginning With																						
Tuesday September 8, 2020	9	A to L																						
Wednesday September 9, 2020	9	M to Z																						
Thursday September 10, 2020	10, 11, and 12	A to L																						
Friday September 11, 2020	10, 11, and 12	M to Z																						
Monday September 14, 2020	ALL	A to L																						
Tuesday September 15, 2020	ALL	M to Z																						

	students with the last name beginning with M to Z .
Visiting Professionals	<ul style="list-style-type: none"> • Visiting professionals will be given an in-person orientation the first time they enter the building during the 2020 – 2021 school year. • In addition, they will be given a summary that is explicit for visiting professionals. • The complete plan and a summary will be e-mailed in advance of a visiting professional entering the building. • It is the responsibility of the substitute teachers to review the school's Operational Plan before entering the building. A copy of the full plan will be uploaded on AESOP for revision.
Parent/Guardian and School Community	<ul style="list-style-type: none"> • A copy of the operational plan will be posted on our school website once it has been approved by District. • We encourage all parents/guardians to review the operational plan with their student(s) prior to the first day of school.

8.1 SCHOOL ADMINISTRATION

Administrator	Letter Group (by student's last name)	Email
Mr. Jeff Holder	---	jeff.holder@nbed.nb.ca
Ms. Natalie Capson-Daniels	A-Co	natalie.capson-daniels@nbed.nb.ca
Ms. Nancy Stairs	Cr-He	nancy.stairs@nbed.nb.ca
Mr. Dan Wilton	Hi-McG	dan.wilton@nbed.nb.ca
Ms. Mary Waddell	McH-R	mary.waddell@nbed.nb.ca
Mr. Shaun Davis	S-Z	shaun.davis@nbed.nb.ca

8.2 GUIDANCE COUNSELLORS

Guidance Counsellor	Letter Group (by student's last name)	Email
Shelley Hanson	A-E	shelley.hanson@nbed.nb.ca
Lisa Vienneau	M-R	lisa.vienneau@nbed.nb.ca
Jane Stinson	F-L	jane.stinson@nbed.nb.ca
Tracy Gatto	S-Z	tracy.gatto@nbed.nb.ca
Bonita Hunt	First Nations	bonita.hunt@nbed.nb.ca

8.3 RESOURCE TEACHERS

Resource Teacher	Letter Group (by student's last name)	Email
Brenda Graves	---	brenda.graves@nbed.nb.ca
Tiresa Lancaster	A-Bri	tiresa.lancaster@nbed.nb.ca
Tanya McBride	Bro-Di	tanya.mcbride@nbed.nb.ca
Tracey Dale	Do-He	tracey.dale@nbed.nb.ca
Lorie Holland	Hi-L	lorie.holland@nbed.nb.ca
Erik Mooers	M-O	erik.mooers@nbed.nb.ca
Bev Rankin	P-Sp	beverly.rankin@nbed.nb.ca
Debby Caterini	Sq-Z	debra.caterini@nbed.nb.ca