



Beaverbrook School

Hello from Beaverbrook School,

In conjunction with parameters set by the Provincial Departments of Health and Education, we have devised a plan for parents/guardians to visit Beaverbrook School next week and retrieve their child's belongings.

If you answer yes to any of the questions below, you may not pick up your child's items from school and you need to self-isolate. These questions are posted on our front door, but we need you to be familiar with them beforehand.

- **Do you have at least two of the following symptoms: fever above 38 degrees Celsius or signs of fever (feeling hot or chills), a new or worsening chronic cough, a sore throat, a runny nose, a headache, new onset fatigue, new onset muscle pain, diarrhea, loss of taste or loss of smell? If you answer "Yes", call 811 and self-isolate. You may not pick up your child's items at school.**
- **Have you travelled outside the province in the last 14 days?**
- **Have you been in contact with someone who has COVID-19?**
- **Are you a close contact of someone being tested for COVID-19?**

If your answer is "Yes" to any of the questions above, you may NOT pick up your child's items at school. You need to stay home and self-isolate. Please expect to be asked if the answer to all the questions on the door is "No" before you enter the school. This is for everyone's safety.

Please read the following very carefully and contact your child's teacher or the school administration (emails below) with any questions you may have about the process outlined below. Schools are currently closed so leaving a question on the school answering machine will not be the most efficient way to get questions answered.

Overall Plan

Throughout the day on Wednesday, May 6th **ONE** adult who preferably lives in the same residence as a Beaverbrook School student will be permitted entry to the school at a specific time in order to retrieve the pre-prepared bag of the student's belongings. This bag will be placed on their hook outside of their classroom (downstairs K-3) and/or upstairs along the hallway (grade 4-8). Your child's first and last name and grade will be on the bag.

The schedule below allows us to distribute approximately 200+ packages while maintaining social distancing protocols and parameters put forth by ***New Brunswick's Chief Medical Officer of Health during the State of Emergency.*** For everyone's health and safety, it is extremely important that each parent/guardian follow the schedule.

Library Books and Classroom Materials Currently at Home:

If you currently have library books or learning materials that belong to the school, please bring these along with you when you come to retrieve your pre-prepared student package. There will be a bin upon entering the building where these items can be dropped off and left for future sorting.

Entry and Exiting the Building

Parent/Guardian will enter and exit the building through different doors. You will enter through the front door and exit through the doors in the gym. Please follow the specific path outlined in the diagrams at the end of this attachment to ensure everyone's safety and comfort. If the diagrams are not clear to you because you are not familiar with the layout of the school, do not worry. We will have staff on hand in the hallways to guide you. Please use the hand sanitizer provided at both the entrance and exits of the building. Using hand sanitizer at the entrance or putting on a new, clean pair of gloves you bring with you is mandatory. If wearing gloves, please take the gloves with you and dispose of them at home.

Lost and Found

A Lost & Found area will be set up inside the gym. When at the table, please do not spend too much time looking through the items. This will help ensure we maintain the appropriate number of people within the area. There will be a staff member present in the gym should you have questions or concerns. Please remember to respect physical distancing.

For families with more than one child at Beaverbrook School:

Please come at your child's assigned time. If you have more than one child's class on the same floor (K-3 lower; 4-8 upper), come at your youngest child's time **for each floor**. If you want to pick up all your children's belongings in one trip (from two floors), you will need to enter the school twice as you cannot enter the school and go to both the first and second floors at the same time. Staff working outside cannot be responsible for watching your belongings while you enter the school a second time as they are focused on physical distancing safety.

General Guidelines

In general, while visiting the school, please keep in mind the following:

- Hand sanitizer will be set up outside the entrance doors which needs to be used before entering the school. A separate station will be set up at the exit doors. Please make use of this.
- It is recommended that you wear a mask when following this process however they are not mandatory to enter the school.

- The items that will be bagged for your child are what was left in their desk/locker on March 13th along with other items such as indoor shoes. If your child's shoes were not labelled and the staff bagging could not identify them, they will be in a row near the student's bagged belongings. Please have a look and take your child's shoes if this is the case.
- If you do not plan to come and pick up your child's belongings and are giving another parent permission to pick up your child's things, please email Ms. Lowe (sarah.lowe@nbed.nb.ca) and/or Ms. Silliker (julie.silliker@nbed.nb.ca) with that information by Monday, May 4th at noon. We will not be checking ID etc. with regards to this but it will give us an idea how many parents are picking up items for others. If your child's items are not picked up on Wednesday, we will store the bag at the school and will send it home when the school re-opens in the fall.
- It will be up to you to maintain your distance from other individuals. Please keep everyone's safety and comfort in mind while moving through this process. Staying 2 meters away from others is mandatory both inside the building and while waiting outside.
- No passing! Please do not pass while moving through the hallways. Please move in a timely manner keeping in mind those waiting behind you. There should be no more than two people at the Lost & Found Table at any given time.
- Please do not allow your children to be on the school grounds (including the playground) throughout this process. We need to limit the number of people present as per public health guidelines, so this is one adult per household event.
- In order to encourage this to be a quick process to pick up your child's belongings, teachers will not be present during the material pick up times. We need to limit the number of people in the building to respect public health guidelines. Ms. Lowe, Mrs. Silliker and a few other non-teaching staff will be present and available for any pressing issues. Any questions pertaining to anything other than the task at hand which is picking up your child's belongings should be communicated in the teacher's weekly email or a phone call. We have been given very specific guidelines to follow to ensure the health and safety of all involved.
- If by chance, you have forgotten an item, please do not turn around. It is very important we maintain "one-way" for traffic to ensure everyone's safety. If it is something very important, let staff know and we will problem solve with you.
- Know that this process is going to take some time and everything may not go exactly as planned. Please plan that the process could take longer than expected and please come with focus on being kind and patient with others. This is a challenging time for everyone and people may make mistakes. We have no idea what other stressors other people are under.
- Please see chart on next page to find your pick-up time(s).

Please follow the schedule For Wednesday May 6th below as strictly as possible to ensure the overall success of the plan outlined above. It is important that come on time and that you are not in line early.

Beaverbrook School Schedule for Retrieving Belongings				
Class	Teacher	Students	Time Slot	
			Downstairs	Upstairs
Kindergarten	Laagland	A – G	9:00 - 9:15	
		H – Z	9:25 - 9:40	
Grade 4	Cormier	A – K		9:15 - 9:30
		L – Z		9:35 - 9:50
K-1	Emeno	A – G	10:00 - 10:15	
		H – Z	10:25 - 10:40	
Grade 5	Lewis	A – J		10:15 - 10:30
		K – Z		10:35 - 10:50
Grade 1	MacDonald	A – M	11:00 - 11:15	
		N – Z	11:25 - 11:40	
Grade 6	Vincent	A – L		11:15 - 11:30
		M – Z		11:35 - 11:50
Grade 2	Lowe	A – M	1:00 - 1:15	
		N – Z	1:25 - 1:40	
Grade 7	Fournier	A – F		1:15 - 1:30
		G – Z		1:35 - 1:50
Grade 3	Appleby	A – J	2:00 - 2:15	
		K – Z	2:25 - 2:40	
Grade 8	Jewett	A – H		2:15 - 2:30
		I – Z		2:35 - 2:50



Beaverbrook School

Plan for Pick Up Personal Belongings

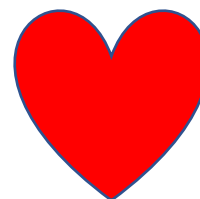
Parent/Guardian Summary Sheet

- Come to school at your appointed time on the schedule
- Return school materials (i.e. library books) by dropping them in the bin where you enter
- Use sanitizer upon entering; face masks are not required but are strongly encouraged
- Visit Lost & Found only if you are looking for something specific
- Travel only where you need to while in the school (K-3 downstairs; 4-8 upstairs)
- If you have materials on both floors, please be prepared to enter the building twice (one time for each floor)
- Use sanitizer at the exit for your safety
- Please do not hang out on the playground/school grounds before or after the event; playgrounds are still closed and are not sanitized.

If you answer YES to any of the questions below, please do not come to school.

- **Do you have any symptoms of COVID-19? If you answer yes, call 811 and self-isolate. You may not pick up your child's items at school.**
- **Have you travelled outside the province in the last 14 days?**
- **Have you been in contact with someone who has COVID-19?**
- **Are you a close contact of someone being tested for COVID-19?**

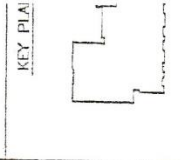
Beaverbrook School warmly thanks you for your cooperation in this matter. We miss your children and look forward to seeing them as soon as possible.



FLOOR PLAN

1ST FLOOR

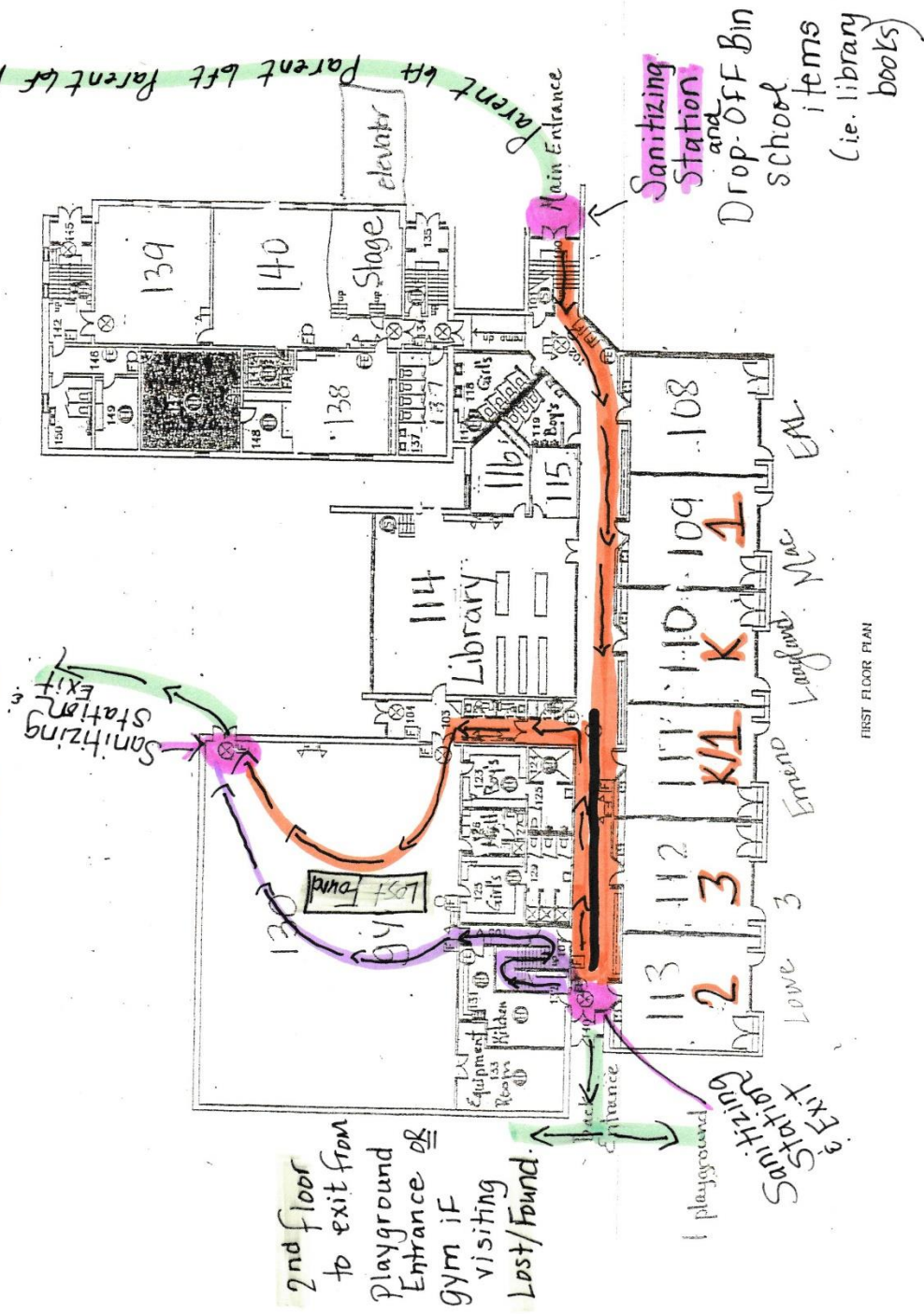
- FIRE DRILL PRO
1. Sound Alarm by manual pull sta
 2. Notify Authority
 3. Exit according to
 4. Close windows, doors.
 5. Leave orderly, w single file.
 6. Line up at safe from school at meters from bu while homeroom check registers.
 7. Remain in lines signal to return by authorized p



LEGEND

EMERGENCY LK	EXIT LIGHT	FIRE EXTINGUISHER	FIRE ALARM PA	FIRE ALARM BE	FIRE ALARM HC	SMOKE DETECTOR	HEAT DETECTOR	FIRE DOOR	FIRE DEPT. COI	ALARM & PA F	SERVER ROOM	STORAGE ROOM	SPRINKLER SYS	SCIENCE LABOR	DEPARTMENT	MT
EM	EL	EX	FA	FB	FH	SD	HD	FD	FD	PA	SR	SR	SP	SL	DEPT	MT
EM	EL	EX	FA	FB	FH	SD	HD	FD	FD	PA	SR	SR	SP	SL	DEPT	MT

DEPARTMENT OF EDUCATION
New Brunswick



FIRST FLOOR PLAN

