



OROMOCTO HIGH SCHOOL RETURN TO SCHOOL OPERATIONAL PLAN 2020-2021

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School Website:

<http://web1.nbed.nb.ca/sites/ASD-W/Ohs/Pages/default.aspx>

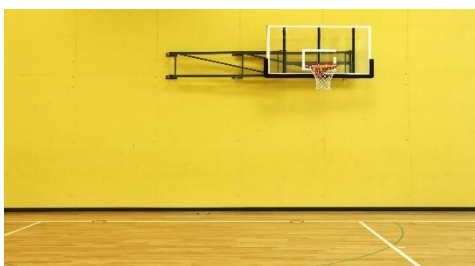


TABLE OF CONTENTS

PREFACE.....	3
1. SCHOOL ATTENDANCE.....	4
2. EDUCATIONAL PLANNING.....	4
2.1 PERSONALIZED LEARNING PLANS	4
3. ACCESS TO PUBLIC SCHOOL BUILDINGS.....	5
3.1 PICK UP AND DROP OFF PROTOCOLS AT OHS	5
4. SCHOOL HOURS AND TRANSITIONAL TIMES	6
4.1 MORNING ARRIVAL ROUTINE.....	6
4.2 DAILY SCHEDULE.....	6
4.3 END OF DAY DEPARTURE ROUTINE	6
5. SPORTS AND EXTRA CURRICULAR ACTIVITIES	7
6. HEALTH AND SAFETY	7
6.1 SHARED MATERIALS	7
6.2 ASSEMBLIES AND CO-CURRICULAR ACTIVITIES.....	7
6.3 WATER FOUNTAINS	7
6.4 FOOD SERVICES.....	8
6.5 HAND WASHING	8
6.6 OTHER PERSONAL HYGIENE ETIQUETTE	9
6.7 COMMUNITY MASKS.....	9
6.8 SCREENING	10
6.9 OUTBREAK MANAGEMENT PLAN	11
7. CLASSROOM AND OTHER SPACES	12
7.1 CLASSROOMS.....	12
7.2 STUDENT/PUBLIC WASHROOMS and changerooms	12
7.3 COMMON AREAS.....	13
7.4 STAFF SPACES.....	15
8. COMMUNICATION.....	16
8.1 SCHOOL ADMINISTRATION	18
8.2 GUIDANCE COUNSELLORS	18
8.3 RESOURCE TEACHERS.....	18

PREFACE

When returning to school at Oromocto High School and Welamukotuk Kinapuwi Kehkitimok, Learning Centre for Courage, on Oromocto First Nation, 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 and 9 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 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 strategies including: online learning, guided projects, and experiential learning.

2. EDUCATIONAL PLANNING

Prescribed learning objectives will be mandatory for the 2020-2021 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.
- Attendance will be taken when students are attending in-person classes. Teachers will continue to make efforts to connect with students when learning 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 will be 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 will 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.
- 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.

2.1 PERSONALIZED LEARNING PLANS

- Students currently on personalized learning plans will continue to follow their plans. Many high school students will be attending classes every other day, however, high school students with complex needs will attend full time to ensure consistent access to the services and support they require.
- Educational Support Services teams will contact identified families between August 31, 2020 and September 4, 2020 to work with them in the development of their child's personalized learning plan. Any students who have previously been provided assistive technology will continue to have access to that technology. This applies to students in all grades.

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.

3.1 PICK UP AND DROP OFF PROTOCOLS AT OHS

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. This must be completed before the student(s) is/are permitted 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.

4. SCHOOL HOURS AND TRANSITIONAL TIMES

Students will be physically attending school every other day on a **rotational basis** divided based on their legal 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.
- Masks will be worn by all students and school personnel in common areas in the morning.
- 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 – 10:30 AM	Homeroom and Period 1
10:30 AM – 10:40 AM	Nutrition Break
10:40 AM – 11:45 AM	Period 2
11:45 AM – 11:50 AM	Transition
11:50 AM – 12:55 PM	Period 3
12:55 PM – 1:40 PM	LUNCH
1:40 PM – 1:45 PM	Transition
1:45 PM – 2:50 PM	Period 4
2:50 PM – 2:55 PM	Transition
2:55 PM – 4:00 PM	Period 5

4.3 END OF DAY DEPARTURE ROUTINE

- Staff supervision will be in place to ensure physical distancing and protocols are enforced.
- Masks will be worn by all students and school personnel in the common areas (including the bus loading zone outside).
- 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 (EECD) in collaboration with New Brunswick Interscholastic Athletic Association (NBIAA) 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

Staff member, Mrs. Laura Kendall, will monitor all supplies to ensure stock is maintained during school hours and stored in her classroom area. Staff are expected to contact Mrs. Kendall, at an appropriate time, to maintain the required stock in their classroom. Mrs. Kendall will communicate a schedule appropriate for replenishing stock when requested by teachers. Mrs. Kendall is located in room 166/167.

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 before each class. Sanitizing materials will be available in each classroom.

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 [Charwells 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 playing or learning 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 emergency masks on hand.
- In the case of an emergency or emergency drill, masks are recommended (but not to 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 referred to the New Brunswick Coronavirus website for the most up-to-date list of 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 by all staff and school personnel.• Signage will be posted at all entrances.• Staff will be provided with a symptoms checklist to answer 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 room 126 near the Principal'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 area 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. It is responsibility of the parent/guardian to call 811 and comply with the instructions provided. Students 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.
- Classrooms may be open during lunch hour; however, a maximum of 18 students are permitted in each room. The protocols for physical distancing and community masks must be followed. Supervision must be provided.

7.1.2 Classroom Setup

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

7.2 STUDENT/PUBLIC WASHROOMS AND CHANGEROOMS

Oromocto 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 indicating the number of students permitted at one time in the washrooms. **Four** students are permitted in the washrooms at one time.
- Some stalls will 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 Oromocto 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 and the use of community masks recommended by Public Health.
- Students will be expected to wear a mask during **all** transition times and at lunch hour while travelling to locations in the building.

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 seats will be marked off to ensure physical distancing of two metres while seated at provided tables. • Proper marking on the floor will be provided for students to wait in the lineup for food of two metre of physical distance.
Cafeteria Lobby	<ul style="list-style-type: none"> • Benches will all be removed through this area to reduce the risk or opportunity for students to sit too close to one another.
Hallways	<ul style="list-style-type: none"> • Directional markings on the floor will be provided for students and staff. • Appropriate allocation of lockers will be spaced out for homeroom students to reduce proximity to another student in the hallway.
Staircases	<ul style="list-style-type: none"> • Same expectations are required when travelling up/down the staircases as all other common areas in the building (physical distancing and wearing community masks).
Main Office Lobby	<ul style="list-style-type: none"> • Benches in front of the Main Office will be taped/marked off to ensure the appropriate social distancing of one meter. • At the Main Office doors, posters with appropriate and up-to-date signage on concerning COVID-19 instructions and questions will be posted.
Gym	<ul style="list-style-type: none"> • The balcony will be closed to students during unstructured times. • The gym doors will remain locked unless the supervising teacher is present and able to adequately supervise the students. • 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 (maximum of five students at a time) monitored by the supervising teacher.
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. • Additional cleaning will also be in place.

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:

- A maximum of **one** student is permitted inside each of the guidance offices with a mask on at all times (if physical distancing is not possible).
- A maximum of **one** student is permitted in the waiting area outside the guidance office with a mask on at all times.
- A maximum of **one** student is permitted outside the waiting areas for each guidance counsellor with a mask on at all times.
- Students may only see a guidance counsellor with an appointment.
- Guidance counsellors will be asked to sanitize the chair(s) between each student.
- 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:

- A maximum of **one** student per resource teacher is permitted in the resource room with a mask on at all times (if physical distancing is not possible).
- A maximum of **10** total people at one time are permitted in the alternate learning centre areas. Physical distancing and mask protocols must be used in these areas.
- 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

KITCHEN AND STAFF ROOMS	The main staff room will have a maximum capacity of four people, provided social distancing can be accomplished. Due to limited space, staff rooms will not be available for eating lunch.
	The photocopier area will have a maximum capacity of two people.
	The small staff room in the Skilled Trades area will have a maximum of four people with a maximum of one person photocopying.
	The small staff room on the second floor will have a maximum of four people with a maximum of one person photocopying.
	Use of any dishes, glasses, and/or cutlery that is at the school in staff rooms will be permitted.
	Dishwashers will be available; sinks will be reserved for handwashing.
	Use of Keurig will be permitted.
	Water 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 two people will be permitted in the VP offices and three people in the Principal's office.
	Desks and other hard surface areas should be kept clear for proper wipe downs.
STAFF WASHROOMS	Washrooms are for one person occupancy only.
	Washrooms available for staff are: <ul style="list-style-type: none"> • Second floor staff washrooms • Main staff room staff washrooms • Four corners washrooms on first floor and second floor • Single use washroom near the Skilled Trades area • Male washroom (with no door) near the Skilled Trades area • There will be no access to the washroom in the small staff room near Skilled Trades

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.
- 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 style="text-align: center;">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 style="text-align: center;">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="548 1014 1511 1629"> <thead> <tr> <th data-bbox="548 1014 1036 1098">Date</th> <th data-bbox="1036 1014 1192 1098">Grade</th> <th data-bbox="1192 1014 1511 1098">Student's Last Name Beginning With</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1098 1036 1186">Tuesday September 8, 2020</td> <td data-bbox="1036 1098 1192 1186">9</td> <td data-bbox="1192 1098 1511 1186">A to L</td> </tr> <tr> <td data-bbox="548 1186 1036 1274">Wednesday September 9, 2020</td> <td data-bbox="1036 1186 1192 1274">9</td> <td data-bbox="1192 1186 1511 1274">M to Z</td> </tr> <tr> <td data-bbox="548 1274 1036 1362">Thursday September 10, 2020</td> <td data-bbox="1036 1274 1192 1362">10, 11, and 12</td> <td data-bbox="1192 1274 1511 1362">A to L</td> </tr> <tr> <td data-bbox="548 1362 1036 1451">Friday September 11, 2020</td> <td data-bbox="1036 1362 1192 1451">10, 11, and 12</td> <td data-bbox="1192 1362 1511 1451">M to Z</td> </tr> <tr> <td data-bbox="548 1451 1036 1539">Monday September 14, 2020</td> <td data-bbox="1036 1451 1192 1539">ALL</td> <td data-bbox="1192 1451 1511 1539">A to L</td> </tr> <tr> <td data-bbox="548 1539 1036 1629">Tuesday September 15, 2020</td> <td data-bbox="1036 1539 1192 1629">ALL</td> <td data-bbox="1192 1539 1511 1629">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 students with the last name beginning with 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
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																				

<p style="text-align: center;">Visiting Professionals</p>	<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.
<p style="text-align: center;">Parent/Guardian and School Community</p>	<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. Kevin Inch	---	kevin.inch@nbed.nb.ca
Ms. Maxine MacConnell	A – Go	maxine.macconnell@nbed.nb.ca
Ms. Molly Nugent	Gr - N	molly.nugent@nbed.nb.ca
Ms. Darla Day	O – Z	darla.day@nbed.nb.ca

8.2 GUIDANCE COUNSELLORS

Guidance Counsellor	Letter Group (by student's last name)	Email
Ms. Kelly Pryor	A – Go	kelly.pryor@nbed.nb.ca
Ms. Trina Kokoski	Gr – N	trina.kokoski@nbed.nb.ca
Mr. Gary Nason	O – Z	gary.nason@nbed.nb.ca

8.3 RESOURCE TEACHERS

Resource Teacher	Letter Group (by student's last name)	Email
Greg Keezer	SPR	greg.keezer@nbed.nb.ca
Lesley Carr	A – B and T – Z	lesley.carr@nbed.nb.ca
Bev White	C – Go	bev.white@nbed.nb.ca
Kelly Breen	Gr – Mi	kelly.breen@nbed.nb.ca
Dan Steeves	Mo – S	dan.steeves@nbed.nb.ca
Jenny Fawcett	Intervention/Planning/Coaching Resource	jenny.fawcett@nbed.nb.ca