

# Covid-19 Operational Plan

Blackville School



Acedemic Year 2021-22  
School Winter Plan Level 3 (Updated Jan 14,2022)



# 1. Communications

Communications	Resources (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
1) Communicate operational strategies; provide orientation to school personnel and students.	Operational Plan and Return to School Document.	<ul style="list-style-type: none"> <li>Information will be posted on our school webpage and Facebook page.</li> <li>Teachers will be informed via email and staff meeting.</li> <li>Teachers/Admin/ EA's will communicate proper hygiene to students.</li> </ul>	Admin Team Admin Assistant Trudy Underhill Lori Brophy Teachers Educational Assistants Health and Safety Team	IP
2) Communicate operational strategies, provide orientation to visiting professionals	In Operational Plan	<ul style="list-style-type: none"> <li>Information will be posted via signage.</li> <li>Verbal Communication upon entry by the Admin Assistant</li> </ul>	Admin Team Admin Assistant	IP
3) Communicate operational strategies to parent/caregiver and school community.	District Communications ASDN Dashboard	<ul style="list-style-type: none"> <li>Information will be posted on our school webpage, Facebook page. And through messenger</li> </ul>	Admin Team Admin Assistant	IP

# 2. Building Access

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person Responsible	Status (Done, In Progress, Not Started, N/A)
<p><b>1) Controls are in place to prevent the public from freely accessing the operational school.</b></p>	<p>→ Ensure all doors are always secure (cannot impede emergency egress)</p> <p>→ Procedure for visitors to request appointment if required</p> <p>→ Signage on doors indicating number to call to make an appointment or contact administration</p> <p>📄 Visitor logs must be maintained (see template)</p>	<ul style="list-style-type: none"> <li>• Our doors will be locked to visitors.</li> <li>• There will be no entry unless an appointment is made through the office.</li> <li>• There will be a signs posted on the exterior door and at the student pickup/drop off area.</li> <li>• In the event of an emergency visitors will ring the doorbell or call in to announce their purpose and follow direction of administration.</li> <li>• A visitors log will be kept indicating: name, time in/out, all classes or students visited, and room/location used.</li> <li>• If students are being picked up, parents/guardians must come to the front door and sign them out. Their child will be sent out to meet them.</li> </ul>	<p>Admin Team Admin Assistant Custodians</p>	<p>IP</p>
<p><b>2) Procedures are in place to control congestion during the school start and dismissal times</b></p>	<p>→ What time will teachers begin to supervise?</p> <p>→ Will students be able to wait in a space designated for their 'bubble'? (classroom, taped out space in gym?)</p> <p>→ Review your floor plans for help if needed</p>	<ul style="list-style-type: none"> <li>• Custodial Staff will open all home room doors</li> <li>• All students must wear a mask upon entry</li> <li>• All students will go directly to their assigned classroom upon arrival no earlier than 7:55.</li> <li>• There will be an extra duty teacher at the elementary level from 7:55 to 8:10 am.</li> <li>• Teachers in primary will walk their classes to their busses at 1:55. Students will be wearing masks.</li> <li>• Teachers in MS will walk their classes to their busses at 1:55 . Students will be wearing masks</li> <li>• Teachers in the upper elementary will dismiss their students at 2:55. Students will be wearing masks.</li> <li>• Teachers will dismiss HS students at 3:00 bell. Students will be wearing masks</li> <li>• Students who are being picked up will wait in the open area following social distancing rules and be picked up after the busses have been dismissed. Parents will stay in their cars and go to the Parent Pickup/Drop off location after buses leave. The duty teacher will supervise the students to the Pickup area.</li> </ul>	<p>Admin Team Classroom Teachers Custodians</p>	<p>IP</p>

Space	Mitigation Measures/Resources
<b>Points of entry</b>	<p>Staff will be wearing masks and will greet and hold the door open at the bus door.  Sanitize after use.  Wear masks until they enter their own classroom/bubble space.</p>
<b>Main office</b>	<ul style="list-style-type: none"> <li>• Staff should limit their time in the office area.</li> <li>• Students will not be able to use the phone. The AA will make the phone call if necessary.</li> <li>• Signage</li> <li>• Students wait outside office</li> <li>• Plexiglass in place.</li> </ul>
<b>Class: Indoors in Common Areas</b>	<p><b>K-6:</b></p> <ul style="list-style-type: none"> <li>• Physical distancing of two (2) metres between other class is required</li> <li>• Masks are required in all common areas <b>for all students and staff</b> and may only be removed when <b>seated for eating and drinking</b></li> </ul> <p><b>Grade 7 &amp; 8:</b></p> <ul style="list-style-type: none"> <li>• Masks are required in all common areas and may only be removed when <b>seated for eating and drinking</b></li> <li>• <b>Schools may decide to group students in grade 7 &amp; 8 for operational purposes. However, the class groups are permitted to mix whenever necessary.</b></li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• Masks are required in all common areas and may only be removed when <b>seated for eating and drinking</b></li> </ul>
<b>Stairwells</b>	<ul style="list-style-type: none"> <li>• Students and staff will stay to the right-hand side of the stairway and hallways and follow traffic guidelines.</li> </ul>
<b>Staff lounge</b>	<ul style="list-style-type: none"> <li>• Social distancing rules will be in place.</li> <li>• Self-Sanitize after use.</li> <li>• Clean your area after use.</li> </ul>
<b>Staff washroom</b>	<ul style="list-style-type: none"> <li>• Individual washrooms are available.</li> <li>• Self-Sanitize after use.</li> </ul>

<b>Student washroom</b>	<ul style="list-style-type: none"> <li>• Students only permitted to use their area washrooms.</li> <li>• Mask must be worn</li> <li>• Maximum of 2 students in a washroom</li> <li>• There will be signage for proper hand washing procedure for students to follow.</li> </ul>
<b>Learning</b>	All students are learning at school unless otherwise directed by Public Health
<b>Masks</b>	Masks are required for all student and school personnel inside and outside of the school
<b>Transportation</b>	Transportation will continue as per the guidelines in the Safe and Healthy School document. When possible, students are encouraged to sit in the same seats and with the same person
<b>Class: Indoors in the Classroom</b>	<p><b>K-6:</b></p> <ul style="list-style-type: none"> <li>• Masks are required for <b>all students and staff</b> within the class</li> <li>• Masks may only be removed when seated for <b>eating or drinking</b></li> </ul> <p><b>Grade 7-8:</b></p> <ul style="list-style-type: none"> <li>• Masks are required in all common areas</li> </ul> <p>Staff will maintain classroom bubbles k-5. MS and HS students will wear a mask when a 1m distancing cannot occur. If students are transitioning from class to class they will wear a mask. Educational tools will have to be specific to class. ie. Math Manipulatives, Lego, Calculators, etc.</p>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Classes will have assigned times to use the library.</li> <li>• Students will wear masks while they are there and sanitize their hands.</li> <li>• Signage.</li> </ul>
<b>Cafeteria</b>	<p><b>K-8:</b></p> <ul style="list-style-type: none"> <li>• Cafeteria services are permitted</li> <li>• Physical distancing of two (2) metres is required between each class. Tables will be separated into classroom bubble tables.</li> <li>• Lunch hours will be staggered K-2 11:10, 3-5 11:30, 6-8 12:30 and High School 1:07</li> <li>• Students will be encouraged to bring a lunch item that does not require heating up in the microwave.</li> <li>• Classes will be dismissed by class/bubble tables</li> <li>• Tables will be sanitized after each sitting</li> </ul>

	<ul style="list-style-type: none"> <li>• Further to level 1 directives, a maximum of 50% within cafeteria</li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• Cafeteria services may continue</li> <li>• The capacity will be limited to 50%</li> </ul>
<b>Playground/Outdoors</b>	<ul style="list-style-type: none"> <li>• Physical distancing is not required between classes</li> <li>• Masks are required when students and staff are outside with other classes</li> <li>• If physical distancing can be maintained between classes, mask can be removed.</li> </ul> <p>Classroom bubble play areas by zones (5 in total) :</p> <ol style="list-style-type: none"> <li>1. Pavement/basketball court</li> <li>2. Swings, original monkey bars, climbing wall/spinners</li> <li>3. Big equipment and the tri ball poles</li> <li>4. Small equipment (By Walls) and the field</li> <li>5. Monkey bars, climbing wall and center field</li> </ol>
<b>Outdoor sports field</b>	<ul style="list-style-type: none"> <li>• This area can be used for PE or other classroom activities.</li> </ul>
<b>Locker areas</b>	<ul style="list-style-type: none"> <li>• All students will be required to wear masks at their lockers.</li> </ul>
<b>Music Education</b>	<p><b>K-6</b></p> <ul style="list-style-type: none"> <li>• Music education classes will be taught outdoors whenever weather permits. If taught indoors, students and school personnel are required to wear a mask while participating within their class.</li> <li>• Singing will be limited to 30 minutes per period</li> <li>• The use of wind instruments will not be permitted for K-6</li> </ul> <p><b>Grade 7-8:</b></p> <ul style="list-style-type: none"> <li>• Music education classes will be taught outdoors whenever weather permits. If taught indoors, students and school personnel are required to wear a mask while participating within their class.</li> <li>• The use of wind instruments is not permitted</li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• Music education classes will be taught outdoors whenever weather permits. If taught outdoors, students and school personnel are required to wear a mask</li> </ul>

	<ul style="list-style-type: none"> <li>The use of wind instruments is not permitted</li> </ul>
<b>Visual Art Room/Maker Space</b>	<ul style="list-style-type: none"> <li>Students are required to wear their masks during class</li> </ul>
<b>Physical Education</b>	<p><b>K-8:</b></p> <ul style="list-style-type: none"> <li>Students and school personnel are required to wear a mask</li> <li>Physical Education classes will be taught outdoor whenever weather permits.</li> <li>If taught indoors, physical distanced skills and drills within a class grouping.</li> <li>Contact and team sports activities are not permitted.</li> <li>Shared materials will not be permitted (balls, rackets, etc)</li> <li>Low intensity activities are required when physical education is indoors</li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>Masks are required</li> <li>If taught indoors, physical distanced skills and drills within a class grouping.</li> <li>Physical education classes will be taught outdoors whenever weather permits</li> <li>Contact and team sports activities are not permitted</li> <li>Shared material will not be permitted (Ball, racket, etc)</li> <li>Low intensity activities are required when physical education is indoors</li> </ul>
<b>Learning Groups (Example: Resource support, extra learning support)</b>	<p><b>K-8 :</b></p> <ul style="list-style-type: none"> <li>Learning groups are permitted outside the class. The number of students being mixed should be limited and be consistent as much as possible</li> <li>Physical distancing of two (2) metres must be maintained between students from other classes</li> <li>Schools will ensure that groups are not changed for a minimum period of two (2) weeks. Changes to learning groups can be made every two (2) weeks)</li> <li>Attending for learning groups will be recorded and kept for a period of four (4) weeks</li> <li>Masks are required</li> </ul>
<b>Assembles (Multiple classes in the same indoor space; this does not include eating while sitting in the cafeteria) +</b>	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>No assemblies permitted</li> </ul>
<b>Concerts and festivals (K to Grade 12)</b>	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>Concerts and festivals are not permitted</li> </ul>

(Christmas concerts, cultural concert, music festivals, etc.)	
After-school events (K to grade 8) (Barbecues, family events, dances etc.)	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>• After-school events are not permitted</li> <li>• After-school events that <b>are not part of the curriculum</b> are permitted</li> <li>• Proof of vaccination is required</li> <li>• Mask is required</li> <li>• The events will be required to follow all guidelines with the <a href="#">Mandatory Order</a> and Public Health’s Winter Action Plan. If inconsistent, the <a href="#">Mandatory Order</a> prevails</li> <li>• 50% capacity and physical distancing of 2 metres</li> <li>• For example, no dances are allowed</li> </ul>
Field Trips	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>• Field trips are not permitted</li> </ul>
Student Support Committees (Gender and Sexuality Alliances)	<p><b>K-8:</b></p> <ul style="list-style-type: none"> <li>• Student Support Committees outside of the classroom are permitted</li> <li>• Masks and physical distancing are required</li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• Student Support Committees are not permitted</li> </ul>
School Committees/Clubs (Student Led Committees, Art Club, Chess Club, etc.)	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>• School committees and clubs are not permitted</li> </ul>
Extracurricular and Intramural Sports Activities	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>• Extracurricular and intramural sports activities are not permitted</li> </ul>
Choir, Drama, Band, Improv Clue and Other Extracurricular Activities	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>• Extra-curricular activities are not permitted</li> </ul>



<b>Teachers</b>	<ul style="list-style-type: none"> <li>• Team meetings will have social distancing in place</li> <li>• Meetings will take place in a large room</li> <li>• Staff meetings will take place in the cafeteria/Rm C205 (depending on numbers)</li> <li>• Teachers are encouraged to wear masks if social distancing is not possible.</li> <li>• Breaks in their own classroom or staffroom. Lunch in cafeteria, staffroom or own classroom.</li> </ul>
<b>EAs/SIW's</b>	<ul style="list-style-type: none"> <li>• Social distancing at recess</li> <li>• Wear masks when working with students.</li> </ul>
<b>Custodians</b>	<ul style="list-style-type: none"> <li>• Social distancing. If unable to maintain 2 meter distance, masks will be worn.</li> </ul>
<b>Itinerant Teachers and Supply Teachers</b>	<ul style="list-style-type: none"> <li>• Itinerant teachers and supply teachers will be required to wear a mask. Masks may only be removed when seated for eating and drinking.</li> <li>• When possible, itinerant teachers and supply teachers are required to maintain a 2 metres physical distancing from students in a class</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• will wear masks when travelling in the hallways and in the classrooms</li> <li>• Students remain to the right.</li> <li>• Middle and High School will sanitize after each class</li> <li>• <b>Elem Breaks</b> in the classroom</li> </ul> <p><b>MS Break:</b></p> <ul style="list-style-type: none"> <li>• Grade 6 classes will use the U benches</li> <li>• Grade 7 will use the benches by the library</li> <li>• Grade 6/7 will use the benches by the elementary open area</li> <li>• Grade 8 class will be seated on the long benches by the TV</li> </ul> <p><b>High School:</b></p> <ul style="list-style-type: none"> <li>• All students will go to their 3<sup>rd</sup> period class</li> </ul> <p><b>Second Bus Run:</b> All students can wait in the open area (small numbers)</p>
<b>Parents/Guardians</b>	<ul style="list-style-type: none"> <li>• If they are picking up their child, they must come to the front door and sign them out. Their child will be sent out to meet them.</li> <li>• Meetings with parents should occur virtually wherever possible, with in-person meetings for essential purposes only</li> </ul>

	<ul style="list-style-type: none"> <li>For all in person meetings, parents will require an appointment before entering and a mask is required</li> </ul>
<b>Visitors (includes contractors, professionals as well as visiting artists, post secondary, representatives or job fairs)</b>	<ul style="list-style-type: none"> <li>Visitors are not permitted in the school building unless identified as essential</li> </ul>
<b>Spectators</b>	<ul style="list-style-type: none"> <li>Spectators are not permitted</li> </ul>
<b>Community Use of Schools</b>	<ul style="list-style-type: none"> <li>Community use of schools will not be permitted</li> </ul>
	<ul style="list-style-type: none"> <li></li> </ul>

<b>Items</b>	<b>Mitigation Measures/Resources</b>
<b>Cafeteria Microwaves</b>	<ul style="list-style-type: none"> <li>Students will be able to use the microwaves in the cafeteria if necessary. There will be an EA assigned to help with food. Students will be asked to wear a mask when they use the microwave.</li> <li>The duty EA will sanitize after lunch</li> </ul>
<b>Staff room appliances</b>	<ul style="list-style-type: none"> <li>Social distancing will be in place in the staff room.</li> <li>There will be a limited number of staff allowed in the staff room at one time.</li> <li>Teachers or EA's will eat in their own classroom or cafeteria if staffroom is unavailable.</li> <li>The high touch areas of the microwaves and fridges will be cleaned by the custodians each day.</li> </ul>
<b>Water fountains</b>	<ul style="list-style-type: none"> <li>New water bottle filling stations have been installed. Students are asked to bring in a refillable water bottle.</li> </ul>
<b>Cleaning and Disinfecting (Sharing materials and equipment)</b>	<ul style="list-style-type: none"> <li>Cleaning and disinfecting guidelines will continue as outlined in the <a href="#">Safety and Health School</a></li> <li>Sharing of materials and equipment will no be permitted</li> </ul>

# 4. Physical Distancing

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p>📎 <b>Implement physical distance protocol.</b></p>	<p>📎 <u>“Return to School”</u> document (EECD)</p> <ul style="list-style-type: none"> <li>→ K-8 = no PD within bubble and 1m minimum between bubbles</li> <li>→ 9-12 = 1m between students in class and 2m outside of class</li> <li>→ 2m is ideal, 1m is minimum, situations where individuals will be within 1m need to be assessed on a case by case basis.</li> </ul>	<ul style="list-style-type: none"> <li>• K to 8 classes do not need to PD in their own classroom bubble.</li> <li>• Physical distancing (2m) will be used during transition times (in the hallway, library and other common areas)</li> <li>• Masks are required at all times except when they are eating and drinking.</li> <li>• K-5 will be assigned zones to play in during indoor and outdoor recesses.</li> </ul>	<p>Classroom Teachers Administration</p>	<p>IP</p>
<p><b>a) Consider staff, students, visiting professionals, parents/guardians, and community members.</b></p>	<p>📎 <u>“Return to School”</u> document (EECD)</p> <ul style="list-style-type: none"> <li>→ How will people move at a safe PD throughout?</li> <li>→ Staff rooms (maximum capacities)</li> <li>→ Students: PD in each classroom</li> <li>→ Allocated room for visiting professionals</li> <li>→ Parents/guardians: appointments, room allocated for meetings</li> <li>→ Community members: Restrict where possible, else limit access.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will have to phone for an appointment before they come to the school.</li> <li>• Students waiting to be picked up will be seated in the hall by office door.</li> <li>• Community members will not be allowed in the building. They must call the school first.</li> <li>• Staff and students are to walk on the right-hand side of the hallway.</li> <li>• Parents will not be allowed in the building. They will follow appointment/pick-up/drop-off protocol.</li> </ul>	<p>Admin Team Admin Assistant Staff</p>	<p>IP</p>

		<ul style="list-style-type: none"> <li>• Visitors must wear a mask at all times.</li> <li>• Social Distance in break rooms and clean when you leave.</li> <li>• Professional visitors to use room next to the VP office when meeting with students (unless occupied for isolation purposes).</li> <li>• All visitors will fill out the visitor's log.</li> <li>• Virtual/phone meetings to occur whenever possible.</li> </ul>		
<b>b) Arrange furniture to promote the physical distancing requirements. (Include a reception area).</b>	<ul style="list-style-type: none"> <li>↳ <i>"Return to School"</i> document (EECD)</li> </ul>	<ul style="list-style-type: none"> <li>• Seating will be limited to guidance and admin only.</li> <li>• Reception area has been arranged to reduce traffic.</li> </ul>	Custodians	IP
<b>c) Provide visual cues on floor, indicate directional movement where appropriate, "no-stopping" areas in narrow hallways, etc.</b>	<ul style="list-style-type: none"> <li>→ Can be done using DIY supplies or pre-ordered professional type</li> <li>↳ Consider using similar rules as driving to add game theory to your design</li> <li>↳ Contact Facilities staff to see what supplies will be available</li> <li>→ Post 'traffic' patterns on floor plan throughout building.</li> <li>↳ Contact Facilities staff for a blank floor plan</li> </ul>	<ul style="list-style-type: none"> <li>• Directional signs, stickers and information signs are posted throughout the school</li> </ul>	Sign Warehouse Administration Admin Assistant	IP
<b>d) Determine if installation of physical barriers, such as partitions, is feasible.</b>	<ul style="list-style-type: none"> <li>→ Contact Facilities staff for assistance if barriers are needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Office area</li> </ul>	Maintenance	Done
<ul style="list-style-type: none"> <li>↳ <b>Establish protocols to ensure people don't congregate in groups</b></li> <li>a) (staggered arrival, start, break/recess, lunch and release times <u>and</u> locations, virtual rather</li> </ul>	<ul style="list-style-type: none"> <li>↳ <i>"Return to School"</i> document (EECD)</li> <li>→ Consider what protocols you might put in place for certain times of day (i.e. wearing NMMs in common areas? PD indicators on floor? Will students eat in classrooms/bubbles? PD in line for cafeteria)</li> </ul>	<ul style="list-style-type: none"> <li>• Drop off for students will be 7:55 am</li> <li>• Lunch time will be staggered for primary, upper elementary, middle and high</li> </ul>	Admin Team Classroom Teachers	IP

<p>than in-person meetings, limit access to common areas, etc.).</p>	<p>→ Always consider enforcement, if you cannot make sure it is being done right you need to think of a better way</p>	<ul style="list-style-type: none"> <li>• Staff meetings will be virtual when possible.</li> <li>• Seating in the staff room will be limited.</li> <li>• Masks will be required to and from the busses.</li> <li>• Students who are being picked up will wait in the open area, following social distancing rules and be picked up after the busses have been dismissed. Parents will stay in their cars and go to the Parent Pickup/Drop off location after buses leave. The duty teacher will supervise the students to the Pickup area.</li> </ul>		
<p>🔗 <b>Evaluate options to reduce those required onsite.</b></p>	<p>→ Consider all who work/come to work onsite, can any work remotely? Can professionals work from their office (Skype)?</p>	<ul style="list-style-type: none"> <li>• Virtual meetings with outside agencies.</li> <li>• Phone interviews with parents.(Meeting and Report Cards)</li> </ul>	<p>Admin Team Classroom Teachers</p>	<p>IP</p>
<p>🔗 <b>Evaluate the risk of individuals/class bubbles coming closer than one metre (1m), or two metres (2m) in common areas at the high school level.</b></p> <p>a) (Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down)</p>	<ul style="list-style-type: none"> <li>❖ Revisit <b>Risk Assessment Tool (pg. 6-9)</b></li> <li>❖ Revisit bullet above re: visual cues for traffic flow</li> <li>❖ Review floor plan</li> </ul> <p>→ Consider scheduling – who will be in hallways at same time? Can time between classes be extended to account for increased time for kids using one-way flow?</p> <p>→ Visualization: ‘bubbles’ of classes could be thought of like a school of fish – many individuals moving in unison.</p>	<ul style="list-style-type: none"> <li>• Physical distancing will be used in cafeteria and open areas. Masks are to be worn at all times in open areas.</li> </ul>	<p>Classroom Teachers</p>	<p>IP</p>

# 5. Transition Times

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p><b>1) School schedule has been modified to address transition times, break/recess, lunch, etc., to promote appropriate physical distancing, enable physical distancing, and respect student groupings; utilize separate locations to support transition times as needed.</b></p> <p>a) School layout guide maps to inform students, staff, visitors, and public are encouraged.</p>	<ul style="list-style-type: none"> <li>→ Facilities staff for school scheduling/busing</li> <li>→ Your HSC: Barbara McFarlane, 625-0285</li> <li>❖ K-8 = no PD within bubble and 1m minimum between bubbles</li> <li>❖ 9-12 = 1m between students in class and 2m outside of class</li> <li>❖ Refer again to school schedule and consider what modifications can be made</li> <li>❖ Refer again to your floor plan to map out areas</li> </ul>	<ul style="list-style-type: none"> <li>• Masks will be worn by students at all times except when eating or drinking.</li> <li>• Masks will be worn by teachers at all times except when at the front of the room to teach or when eating or drinking</li> <li>• Masks will be worn by staff at all times except when eating or drinking</li> <li>• Bubble zones will be used during outdoor recess.</li> </ul>	<p>Classroom Teachers Duty Teachers</p>	<p>IP</p>
<p><b>2) Provide time for food preparation and mealtimes.</b></p>	<ul style="list-style-type: none"> <li>→ Will students be eating snacks and lunches in their classroom?</li> <li>→ Consider breakfast program</li> <li>→ Consider cafeteria – if students eat in classroom, how will they get food from cafeteria? Will you be encouraging homemade lunches?</li> <li>→ Can mealtimes be staggered and accommodate all? If so, by how long?</li> </ul>	<ul style="list-style-type: none"> <li>• An assigned EA will help with the microwave. They will be wearing a mask.</li> <li>• K-5 Students will eat their snack in their classroom.</li> <li>• Middle will eat their snacks in the open area with assigned areas</li> <li>• High School will eat their snack in their 3<sup>rd</sup> period class</li> <li>• The Breakfast program will be adapted this year to provide more Grab and Go items</li> <li>• K to 12 students will take their breakfast to their classroom.</li> <li>• Cafeteria Service Provider will have their own COVID-19 Plan</li> </ul>	<p>Duty Teachers EA on duty</p>	<p>IP</p>

# 6. Screening

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Screening at Home		<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>Students and school personnel will screen for symptoms at home everyday. They will screen for symptoms such as fever, cough, runny nose or any other symptoms that may have developed.</li> <li>If a new or worsening symptom develops, a student or a school personnel is not permitted to attend school until they have a negative point-of-care-test (POCT).</li> <li>If a student or school personnel has a constant and reoccurring symptom, for instance seasonal allergies, they may continue to attend school after they have received a negative POCT test. This test can be done one time for the same reoccurring symptom, as long as that symptom is not worsening and no new symptoms develop, at which point a retest will be necessary.</li> <li>All student and school personnel may be required to undergo regular testing (POCT) at home as directed by Public Health</li> </ul>	Admin Team	IP

# 7. Cleaning & Disinfection Procedures

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p><b>1) Handwashing and Disinfecting</b></p>	<ul style="list-style-type: none"> <li>🔗 <i>Return to School document and appendices for guidelines Return to School document and appendices for guidelines</i></li> <li>🔗 Handwashing Poster</li> <li>🔗 Hand Sanitizing Poster</li> </ul>	<p><b>K-12:</b></p> <ul style="list-style-type: none"> <li>• Proper handwashing and sanitization is required for all students before and after outdoor play, before and after meals, and after using the washroom</li> <li>• School personnel will monitor students to ensure they are washing and sanitizing their hands correctly</li> <li>• Signs will be posted throughout the school to remind everyone to properly wash and sanitize their hands</li> </ul>	<p>Admin Team Classroom Teachers Custodians Parents</p>	<p>IP</p>
<p><b>2) Ensure availability of all necessary supplies for <u>cleaning and disinfecting</u>. Consider “Sanitization Stations” for accessing, borrowing and returning products by staff.</b></p> <p>a) Designate personnel responsible for monitoring supply levels and communicating with administrators.</p>	<ul style="list-style-type: none"> <li>🔗 District facilities management</li> <li>🔗 School custodial staff</li> <li>→ Designate locations for ‘stations’</li> <li>→ Designate person responsible for stations</li> <li>→ Determine what/if sign out procedures will be required</li> <li>→ Who will be responsible for ensuring supply levels of onsite product are sufficient?               <ul style="list-style-type: none"> <li>○ Custodian?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Classroom stations checked daily by custodial staff.</li> <li>• Sanitize station at both front entrances, back entrance, gym, library, staffroom and cafeteria</li> <li>• Spray bottles and paper towels in classrooms.</li> <li>• Sanitary wipes in each classroom</li> </ul>	<p>Custodians</p>	<p>IP</p>



<p><b>3) Washrooms:</b></p> <p>a) Equip with hot and cold running water under pressure, liquid soap, paper towel, air dryers in many locations, toilet paper, and garbage containers where needed.</p> <p>b) Foot-operated door openers may be practical in some locations.</p>	<ul style="list-style-type: none"> <li>☞ School custodial staff</li> <li>☞ District facilities management</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain disinfecting stations.</li> </ul>	Custodians	IP
<p>c) Hand-washing posters must be posted.</p>	<ul style="list-style-type: none"> <li>☞ Handwashing Poster</li> </ul>	<ul style="list-style-type: none"> <li>• Handwashing signs in bathrooms.</li> </ul>	Admin Team	IP
<p>d) For multiple stalls and sinks in washrooms, limit access through a maximum number allowed in the space at one time based on distancing requirements.</p>	<ul style="list-style-type: none"> <li>→ Post maximum occupancy (outside and reminder inside)</li> <li>→ Floor markings inside, in case of wait time for sink</li> <li>→ Floor markings outside for line ups</li> <li>→ 'Remove' every second sink from use (tape)</li> <li>→ Communicate washroom use expectations and etiquette to students (how? who?)</li> <li>→ Consider how this will be enforced</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of 2 in the washrooms.</li> <li>• Bathroom signage posted</li> </ul>	Admin Team Custodians	IP
<p><b>4) Since physical barriers are not always possible:</b></p> <p>a) Implement enhanced handwashing and sanitation/cleaning practices in shared areas and for shared items.</p>	<ul style="list-style-type: none"> <li>☞ Cleaning and Disinfection Guide for Schools</li> <li>→ Add hand sanitization stations throughout <ul style="list-style-type: none"> <li>○ Consider before entering office area, library, gym, cafeteria entrance, at entrances, outside washrooms, others?</li> </ul> </li> <li>☞ <b>School Disinfection &amp; Cleaning Standards</b></li> </ul>	<ul style="list-style-type: none"> <li>• Maintain disinfecting stations.</li> <li>• Main entrance</li> <li>• Staffroom</li> <li>• Elementary Entrance</li> <li>• Library</li> <li>• Cafeteria</li> <li>• Backdoor</li> <li>• Gym</li> </ul>	Custodians	IP
<p>b) Encourage proper hand hygiene before and after handling objects or touching surfaces.</p>	<ul style="list-style-type: none"> <li>→ Signage wherever common objects/surfaces are located: <ul style="list-style-type: none"> <li>○ Staff rooms, copier rooms</li> <li>○ Consider again library, gym, cafeteria</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Maintain disinfecting stations.</li> <li>• Signage posted in the bathrooms and common areas</li> </ul>	Admin Team Custodians	IP

	<ul style="list-style-type: none"> <li>○ Industrial classrooms: Shared tools</li> <li>○ Art class: shared supplies</li> <li>○ Music equipment <ul style="list-style-type: none"> <li>▪ Singing should not be allowed unless ppl can be 6ft apart.</li> </ul> </li> </ul>			
<p>c) Ensure a schedule of cleaning and sanitization as per cleaning and disinfection standards.</p>	<p>🔗 <b>School Disinfection &amp; Cleaning Standards</b></p> <p>→ Identify high touch areas in your building</p> <p>🔗 Educate/Train custodial staff on new cleaning measures (Facilities team and HSC) however, consider the importance of this duty and perhaps think of ways to show appreciation – include students?</p>	<ul style="list-style-type: none"> <li>• See ASD-N Disinfection and Cleaning Regulations.</li> <li>• Maintain disinfecting stations</li> </ul> <p>Regular cleaning and disinfection are essential. This includes the following...</p> <ul style="list-style-type: none"> <li>• Daily cleaning: student desks and chairs.</li> </ul> <p>high touch areas (door knobs, light switches, fridge handles, etc.) are to be cleaned at least once a day</p> <p>bathrooms &amp; change rooms cleaned once a day</p> <p>After each use: computer lab equipment, physical activity equipment, microwaves, photocopiers, etc.</p> <p>After use: Health room (isolation room)</p>	<p>Staff</p> <p>Custodians</p>	<p>IP</p>
<p>d) For ventilation, consult the <i>Return to School</i> document.</p>	<p>→ Facilities staff – will maintain filter systems as required</p> <p>→ No additional ventilation systems will be installed</p> <p>→ Classrooms that have windows that open are encouraged to do so when possible</p>	<ul style="list-style-type: none"> <li>• Maintain filters/ventilation</li> </ul>	<p>Maintenance</p>	<p>IP</p>

# 8. Personal Hygiene Etiquette

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p><b>1. Use masks according to the <i>Return to School</i> document protocols.</b></p>	<p>🔗 <a href="#">“Return to School”</a> document (EECD)</p>	<ul style="list-style-type: none"> <li>• Clean masks are required each day for staff and students.</li> <li>• Masks will be used by staff and students in the hallways, gym, cafeteria (before sitting) bathrooms, library, common areas and classrooms</li> <li>• Masks are recommended for all emergency drills but not if interferes with the response to the drill.</li> </ul>	<p>Parents Staff Students</p>	<p>IP</p>
<p><b>2. Promote appropriate hand and respiratory hygiene.</b></p> <p>a) Utilize existing sinks or have handwash stations readily available and equipped with running hot/cold water and adequate soap and paper towel where appropriate.</p>	<p>🔗 <a href="#">Handwashing Poster</a></p> <p>→ Post signage through school about the importance of proper handwashing</p> <p>→ Communicate through announcements?</p> <p>→ School videos?</p>	<ul style="list-style-type: none"> <li>• Communicate wash and sanitize hands regularly.</li> <li>• There will be signage posted around the school.</li> </ul>	<p>Parents Classroom Teachers Custodians Admin Team</p>	<p>IP</p>
<p>b) Provide minimum 60% alcohol-based hand sanitizer.</p>	<p>🔗 <a href="#">Hand Sanitizer Poster</a></p>	<ul style="list-style-type: none"> <li>• Maintain disinfecting stations.</li> <li>• Main entrance</li> <li>• Staffroom</li> <li>• Elementary Entrance</li> <li>• Library</li> <li>• Backdoor</li> </ul>	<p>Custodians District</p>	<p>IP</p>

		<ul style="list-style-type: none"> <li>Gym</li> <li>Cafeteria</li> </ul>		
c) Communicate frequently about good respiratory hygiene/cough etiquette.	<ul style="list-style-type: none"> <li><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></li> <li>Post signage through school about the importance of proper handwashing</li> <li>Communicate through announcements?</li> </ul>	<ul style="list-style-type: none"> <li>Communicate wash and sanitize hands regularly.</li> <li>Posts/messages will be placed on Facebook, the school Website and via Voice Mails to parents.</li> </ul>	Parents Classroom Teachers	IP
d) Evaluate the school, as a part of its risk assessment, for shared objects and common areas and increase frequency of cleaning of touched surfaces/objects (minimum twice daily) and availability of hand sanitizer. This includes washrooms.	<ul style="list-style-type: none"> <li><b>School Disinfection &amp; Cleaning Standards</b></li> <li>Revisit Cleaning &amp; Disinfection section for list of shared objects and common areas. Where they cannot be removed, ensure signage is visible and sanitization/disinfection supplies are present</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate Operational Plan regularly.</li> <li>Have input from school staff.</li> <li>Classroom stations checked daily by custodial staff.</li> </ul>	Admin Team Admin Assistant Classroom Teachers	IP

## 9. Protective Measures

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p>1. To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.</p> <p>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</p>	<ul style="list-style-type: none"> <li><a href="#">"Return to School"</a> document (EECD)</li> <li>District Student Support Services</li> <li>Guidelines for itinerant (visiting) professionals</li> </ul>	<ul style="list-style-type: none"> <li>Masks will worn at all times except when sitting to eat or drink</li> <li>Masks will be provided by the district office for all staff</li> </ul>	Admin Team Classroom Teachers	IP
<p>2. Provide personal protective equipment – only for those situations that require it:</p>	<ul style="list-style-type: none"> <li><a href="#">OHS Guide-PPE</a></li> <li><a href="#">PPE Poster</a></li> <li>District Student Support Services</li> </ul>	<ul style="list-style-type: none"> <li>Disposable masks will be located in main entrance and office for scheduled visitors.</li> <li>Handwashing stations will be maintained.</li> </ul>	Admin Team Admin Assistant Classroom Teachers Custodians	IP

<p>a) Hand protection (nitrile, rubber, or latex gloves)</p> <p>b) Eye protection (safety glasses, goggles, or face shield)</p> <p>c) Other PPE as determined necessary through the risk assessment</p>	<p>☞ Complex Case – Risk Assessment</p>	<ul style="list-style-type: none"> <li>All students will have a clean mask</li> <li>Gloves and face shields will be provided when needed.</li> </ul>	<p>Parents</p>	
<p>3. In areas where following the school physical distancing standards as set out in the <i>Return to School</i> document is not possible, maintain an accurate visitor log, and staff and student attendance log.</p> <p>a) This is in addition to regular school attendance logs.</p> <p>b) Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p>	<p>☞ <i>“Return to School”</i> document (EECD)</p> <p>→ Consider resource classrooms where support workers will be working within PD guidelines. All entering these rooms will need to be logged.</p> <p>→ Logs must be kept onsite and readily available to Public Health</p>	<ul style="list-style-type: none"> <li>Visitors will have a tracking sheet indicating time in and out. They will keep track of students they have seen</li> <li>Student Sign In Log.</li> <li>Supply Teacher Sign In Log.</li> </ul>	<p>Staff</p>	<p>IP</p>
<p>→ <b>Additional Protection</b></p>				
<p>c) Use non-medical, “community”, face coverings for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. Follow the <i>Return to School</i> document protocols.</p> <p>d) Considerations for schools licensed under Food Premises Regulations</p>	<p>☞ <a href="#">Health Canada information on non-medical masks and face coverings</a></p> <p>☞ <i>“Return to School”</i> document (EECD)</p>	<ul style="list-style-type: none"> <li>Students with symptoms will be placed in isolation room.</li> </ul>	<p>Administration, Guidance and Admin Assistant.</p>	<p>IP</p>

# 10. Occupational Health and Safety Act & Reg. Requirements

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1) Communicate to staff and supervisors their responsibilities and rights under the <i>OHS Act</i> and regulations.	<ul style="list-style-type: none"> <li>🔗 <a href="#">OHS Guide-Three Rights</a></li> <li>🔗 Responsibilities of Employer, Supervisor, Employees</li> </ul>	<ul style="list-style-type: none"> <li>• Documents will be shared via email and on teachers shared drive</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	Admin Team	IP
2) Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<ul style="list-style-type: none"> <li>🔗 <a href="#">OHS Guide-New Employee Orientation</a></li> <li>🔗</li> </ul>	<ul style="list-style-type: none"> <li>• Documents will be shared via email and on teachers shared drive</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	Admin Team	IP
3) Provide staff the employee training on the COVID-related work refusal process.	<ul style="list-style-type: none"> <li>🔗 Right to Refuse Process</li> <li>🔗 School District HR</li> </ul>	<ul style="list-style-type: none"> <li>• Documents will be shared via email and on teachers shared drive</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	Admin Team	IP
4) Keep <u>records/log</u> of visitor and employee presence, as well as orientation, training and inspections.	<ul style="list-style-type: none"> <li>🔗 Refer to logs previously referenced</li> <li>→ Keep record of who attended training</li> <li>→ How often/by who will inspect signage, sanitization stations</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors will have log entry to the school on a tracking sheet indicating time in and out. And keep a list of students they have seen.</li> <li>• This visitors log will be kept in the office.</li> </ul>	Loretta Gorbett (Admin assistant)	IP

<p>5) <b>Ensure <u>supervisors</u> are knowledgeable of guidelines and processes established by Public Health.</b></p>	<p>☞ Supervisors = Principals and Vice Principals - this will be done by HSC &amp; PH</p>	<ul style="list-style-type: none"> <li>• Documents will be shared via email.</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>
<p>6) <b>Ensure all <u>employees</u> receive information, instruction and training on the applicable <u>personal protective equipment</u> required to protect against COVID-19 in the school setting.</b></p>	<p>☞ Facilities, DSSS, and HSC will provide support for this</p>	<ul style="list-style-type: none"> <li>• Documents will be shared via email.</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>
<p>7) <b>Make available appropriate <u>personal protective equipment</u> for the school setting.</b></p>	<p>☞ District Student Support Services</p>	<ul style="list-style-type: none"> <li>• Documents will be shared via email.</li> <li>• Equipment will be stored in office</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>
<p>8) <b>School district Human Resources confirm process for addressing employee violations of policies and procedures.</b></p>	<p>☞ HR Department to provide guidance</p>	<ul style="list-style-type: none"> <li>• Documents will be shared via email.</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>
<p>9) <b>Consult on any new policies and processes established in relation to COVID-19. Engage JHSC or health and safety representative, if any, and staff/employees.</b></p>	<p>☞ <a href="#">OHS Guide-JHSC</a> → Involve your JHSC as much as possible!</p>	<ul style="list-style-type: none"> <li>• Documents will be shared via email.</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>
<p>10) <b>Provide competent and sufficient supervision to ensure staff, students, and visitors are complying with policies, procedures and processes established.</b></p>	<p>☞ <a href="#">OHS Guide Topic-Supervision</a></p>	<ul style="list-style-type: none"> <li>• Documents will be shared via email.</li> <li>• Protocols will be discussed at our staff meeting.</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>
<p>11) <b>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</b></p>	<p>☞ <b>EECD Outbreak Management Plan</b></p> <ul style="list-style-type: none"> <li>○ 11, 12, 13, 14 are all addressed in the OMP</li> </ul> <p>☞ <a href="#">Return to School document</a></p>	<ul style="list-style-type: none"> <li>• In the case of a confirmed Covid-19 case:</li> </ul>	<p>Admin Team Admin Assistant</p>	<p>IP</p>


<p>12) Schools must engage the district from the beginning.</p> <p>13) Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>14) Once the district is advised of a positive case, they must then report it to WorkSafeNB.</p>		<ul style="list-style-type: none"> <li>The school will be informed by Public Health.</li> <li>School administration will communicate with District office, parents and the school community.</li> <li>Contact tracing is the responsibility of the individual who tested positive</li> </ul>		
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**Occupational Health and Safety – Strategies:**





# 11. Outbreak Management Plan

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p>1) Using the Return to School document, outline how the requirements for COVID response are being met.</p>	<ul style="list-style-type: none"> <li>EECD Outbreak Management Plan Part A – School Level Response</li> <li>EECD Outbreak Management Plan Part B – District Level Response</li> <li>Train staff on OMP, their roles and responsibilities</li> <li>Designate isolation area, preferably, if there is an area where an ill student could be supervised from 2m or more.</li> </ul>	<ul style="list-style-type: none"> <li>Staff will be informed on the protocols in place in the case of an outbreak.</li> <li>Students who are sick will be masked and sent to the isolation room by Guidance office until their parents are able to pick them up.</li> <li>Information will be shared with parents and the school community via district website dashboard</li> </ul>	<p>Admin Team</p> <p>Admin Assistant</p> <p>Classroom Teachers</p>	<p>IP</p>



2) Case Management and Response	 Rapid Tests School Program	<b>K-12:</b> <ul style="list-style-type: none"> <li>Rapid tests are available for all students</li> </ul>		
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## 12. Mental Health Support

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
1. Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	 <a href="#">GNB Mental Health Resource</a>  School District support staff <ul style="list-style-type: none"> <li>John Fletcher</li> </ul>  School District Human Resources Staff	<ul style="list-style-type: none"> <li>Information and brochures posted, shared and made available.</li> <li>Guidance counsellor to support students.</li> <li>Reach out to John Fletcher if needed.</li> </ul>	Guidance Teacher	IP
2. Other, site-specific considerations: FYI: Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact <a href="#">NACTATR Guide to School Re-Entry</a>	 School District Support Services	<ul style="list-style-type: none"> <li>Making sure students and parents are aware of procedures when returning to school via Website, Facebook and voicemail.</li> </ul>	Administration, Trudy Underhill Lori Brophy Admin Assistant	IP

# 13. Additional Considerations: School specific

Action Items	Resources/Considerations (Examples, Templates, Guidance Documents)	School Response	Person(s) Responsible	Status (Done, In Progress, Not Started, N/A)
<p>1. <b>Emergency Plans – Considerations under COVID</b></p> <p>2. <b>Address how students will be picked up from school (Drs appts etc.)</b></p> <p>3. <b>How will you handle learners that have/need to be sent to the office for discipline?</b></p>	<p>→ In the event of an emergency, response/evacuation will remain the same. How will fire drills be conducted? <b>OFM is preparing guidelines.</b></p> <p>→ Is there a designated waiting area? Is it supervised? Does it need to be?</p>	<ul style="list-style-type: none"> <li>• Fire and Evacuation plan remains the same with the exception of wearing masks.</li> <li>• Parents Appointments - They will have to call the office if they want to book an appointment.</li> <li>• Teachers will be directed to call office to have administration come to classroom when needed to deal with student issues.</li> <li>• Students who are being picked up from school during school hours will need a parent or guardian to sign them out at the front door. The child then be sent out to them.</li> </ul>	<p>Admin Team</p> <p>Admin Assistant</p> <p>Classroom Teachers</p>	<p>Not Started</p>