



Name of the school	Étoile de l'Acadie School Centre
Region	Sydney, North cluster
Direction	Noémie Godin
Number of registrations	344
Number of staff members	+50
Number of toilets	6

#### Guiding Principles

- Security
- Equity
- Flexibility

#### Important topics

- Prioritize student and staff safety
- Frequent screening by parents.
- Provide high quality education
- Focusing on student well-being through the integration of trauma into practice and improved access to support systems for those who need them.
- Establish and maintain close communication with families and staff.

This document is consistent with [Nova Scotia's Back to School Plan](#).

## Communication plan

Symptom monitoring	
Action	Persons responsible
Declaration signed by the parents	It will be the responsibility of the guardian parents to check off a statement that they will monitor the students' symptoms on a daily basis before sending them to school.
Weekly reminder of the symptom list.	The Administrative Assistant will send a weekly <a href="#">reminder of the</a> declaration and a daily checklist in <a href="#">English</a> and <a href="#">French</a> .
Communication of input and output protocols	<ul style="list-style-type: none"> <li>• <a href="#">Posters</a> will be strategically placed by custodians.</li> <li>• <a href="#">The</a> entry and exit <a href="#">protocol</a> will be sent by email each week with the checklist. By the administrative assistant.</li> <li>• A video of the input and output routine will be shared regularly.</li> </ul>
Communication in case of symptoms	If a student presents symptoms during the school day, the student will be taken to the isolation room and parents will be contacted by the administrative assistant and will be required to pick up their children. (See protocol below)
Communication in case of Covid-19	If a case of Covid-19 is detected in a bubble. Then Public Health will be responsible for communications and the principal will work with them on the steps to follow.

## Student and staff health and well-being

Plan in case of a student's symptom during the school day

Actions	Persons responsible
<ul style="list-style-type: none"> <li>● The student will immediately put on a mask</li> <li>● The student will be taken to a designated and supervised place of isolation.</li> <li>● The family is contacted to pick up the child.</li> <li>● The areas occupied by the student (classroom, infirmary, toilets) are cleaned immediately.</li> <li>● Parents are required to call 811 to check for symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>● The student puts on his own mask to be transported, in his absence, the administration provides him with a mask.</li> <li>● A member of the administrative team (Noémie, Angie, Chantal) is responsible for taking the child to the isolation zone (conference room).</li> <li>● Chantal contacts the family who is required to pick up the child.</li> <li>● The janitors are called immediately to go and disinfect the areas occupied by the student.</li> <li>● The school contacts the parents at the end of the day.</li> </ul>
<b>Plan in the event of a staff member's symptoms during the school day</b>	
Actions	Persons responsible
<ul style="list-style-type: none"> <li>● The employee must immediately put on a mask</li> <li>● Inform the office that he will have to leave</li> <li>● Go to an isolation area, with the support of the office if they have to wait for transportation.</li> <li>● The area that was occupied is cleaned and disinfected.</li> <li>● Leave the building as soon as possible</li> <li>● It is the employee's responsibility to contact 811 and follow the steps dictated by 811.</li> </ul>	<ul style="list-style-type: none"> <li>● If the employee does not have a mask, management will provide one.</li> <li>● He informs Angie and Noémie and Angie finds a substitute.</li> <li>● If a substitute cannot be found, the administration takes care of the students or fills in with the internal substitute.</li> <li>● In the case of internal back-up, personal protective equipment will be provided by the office and the back-up employee will be asked to maintain physical distance.</li> <li>● The janitors take care of cleaning and disinfecting the areas used.</li> <li>● Assistant management will contact the employee to find out the length of the absence and plan around it.</li> </ul>

## Personal Protective Equipment

<b>Students</b>	
Actions	Persons responsible
<ul style="list-style-type: none"> <li>● All students are required to wear masks on the bus until they arrive in class.</li> </ul>	<ul style="list-style-type: none"> <li>● G-3 students are required to wear masks on the bus and to the classroom but will not</li> </ul>

<ul style="list-style-type: none"> <li>● Students in grades 4 to 12 are required to wear a mask at all times, except when sitting at their desks and when physical distancing is permitted.</li> <li>● The mask must be within reach so that it can be ready to be used during emergency movements (fire drill, containment etc...).</li> </ul>	<p>have to put them on until the end of the day when they enter the bus (<i>This government decision is based on epidemiological research showing that students under the age of 10 are very unlikely to spread the virus</i>).</p> <ul style="list-style-type: none"> <li>● Teachers are responsible for ensuring that all students wear the mask.</li> <li>● Students in Grades 4 to 12 comply with the requirement to wear a mask if they are unable to comply with the distance instructions, even when they are in the classroom with other members of their cohort.</li> <li>● They are required to wear a mask except under the following conditions: <ul style="list-style-type: none"> <li>- They are seated in the classroom and at a distance of two metres (six feet) from each other and they are all facing the same direction.</li> <li>- They are eating or drinking.</li> <li>- They are participating in indoor physical activities where it is not possible to wear a mask.</li> </ul> </li> <li>● The mask is not mandatory for students during outdoor activities.</li> <li>● It is the teacher's responsibility to inform the office in the event that a student does not have a mask. The office will have several masks available.</li> <li>● Prevention and education will be put forward to respect these guidelines. Refusal to wear a mask despite preventive interventions will be managed by the school administration.</li> </ul>
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**Members of the staff**

Actions	Persons responsible
<ul style="list-style-type: none"> <li>● Staff members must wear their masks from the moment they enter the school until they are in a place where physical distancing is possible.</li> <li>● For closer contact with students, the staff member will need to have his or her mask as well as the student.</li> </ul>	<ul style="list-style-type: none"> <li>● The administration is responsible for controlling the wearing of masks by employees.</li> <li>● The administration provides specific material for the specializations mentioned in point 3.</li> </ul>

<ul style="list-style-type: none"> <li>● For educational assistants, practitioners, resource teachers, early childhood educators, preschool teachers and other staff for whom distancing is very difficult, visors will be provided.</li> <li>● All equipment can be removed when physical distancing is possible.</li> <li>● The cafeteria and adjacent office (formerly School PLUS) will be used for staff lunch breaks so that staff members can maintain a good distance to remove their masks.</li> </ul>	<ul style="list-style-type: none"> <li>● The employee is responsible for using personal protective equipment in accordance with the recommendations.</li> </ul>
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## Input and output protocols

### Monitoring schedule

### Recreation area

Student Entrance	
Actions	Persons responsible
<ul style="list-style-type: none"> <li>● The student gets off the bus or car with his or her mask on.</li> </ul>	<ul style="list-style-type: none"> <li>● The administration is responsible for managing the flow of entries at the middle gate.</li> </ul>

<ul style="list-style-type: none"> <li>● Students enter the school one by one through the middle door and disinfect their hands.</li> <li>● The student keeps his/her mask on when moving around.</li> <li>● While sitting at his or her desk, the student may remove the mask. (For the 4-12, this applies only if the 2m is possible).</li> </ul>	<ul style="list-style-type: none"> <li>● Either Noémie or Angie stands at the exit of the bus with the disinfectant while the other holds the door and manages the students' entrances.</li> <li>● Corridor supervisors ensure that students keep their masks on.</li> <li>● Classroom teachers wait in class to ensure that students follow the protocols.</li> </ul>
<b>Staff entrance</b>	
<ul style="list-style-type: none"> <li>● Staff are required to enter through the main door at all times.</li> <li>● Before reporting for work, all staff members are required to complete a self-assessment of their health status by <a href="#">clicking here</a>.</li> <li>● Staff disinfect their hands when entering the school at the station.</li> <li>● Once in the classroom, staff can remove their masks.</li> </ul>	<ul style="list-style-type: none"> <li>● Staff are responsible for following travel instructions.</li> <li>● It is the responsibility of staff to notify the assistant director if the self-assessment is negative by <b>6:30 a.m.</b> to find a replacement.</li> <li>● The assistant manager and administrative assistant maintain the daily staff absence control sheet.</li> </ul>
<b>Essential visitors' entrance</b>	
<ul style="list-style-type: none"> <li>● Essential visitors are required to enter through the main door at all times.</li> <li>● Only one person is allowed to enter at a time.</li> <li>● Essential visitors must sign in at the entrance.</li> <li>● Staff disinfect their hands when entering the school at the station.</li> </ul>	<ul style="list-style-type: none"> <li>● The secretariat is responsible for unlocking the door for one person at a time.</li> <li>● Signs are placed at the door and waiting areas are delimited.</li> <li>● The administration maintains the registry.</li> <li>● The janitors ensure that the disinfection areas are clean and full.</li> </ul>
<b>Student and staff outings</b>	
<ul style="list-style-type: none"> <li>● Before leaving their classroom/office, students and staff must disinfect their hands.</li> <li>● Everyone must put on their mask.</li> <li>● When the hallway supervisor tells you that the class may exit, move to the exit.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers and teacher assistants are responsible for ensuring an effective handwashing mechanism.</li> <li>● Teachers are responsible for ensuring that students have masks.</li> <li>● Corridor Supervisors are required to name one class at a time to exit to ensure smooth movement.</li> </ul>

## Physical distance and cohorts

Classes	Locations
<b>Kindergarten</b>	<p>The kindergartens are two separate cohorts.</p> <p>Their recess will be from 9:45 to 10:00 am.</p> <p>Lunch will be from 11:30 a.m. to 12:00 p.m. in class.</p> <p>Students will go outside from 12:00 to 12:45 (teachers' dinner).</p> <p>Mr. Claudy's class is always the first out and the first in at recess.</p> <p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>The Recreation Supervisor allows classes to enter one at a time.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The bathroom used is the one in the middle corridor (front door) (Shared with the students of 1st year Chanel, 2nd year Anne)</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>Masks are mandatory at the entrance and exit of the school as well as in the corridors, but not during the school day.</p> <p>The playground will be divided into eight <a href="#">zones</a>. A playground zone schedule will be established to ensure fair rotation between zones.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<b>1st year</b>	<p>The 1st years are two separate cohorts.</p> <p>Their recess will be from 9:45 to 10:00 am.</p> <p>Lunch will be from 11:30 a.m. to 12:00 p.m. in class.</p> <p>Students will go outside from 12:00 to 12:45 (teachers' dinner).</p> <p>Mrs. Chanel's class goes out the middle door for recess. She leaves after the 2 kindergarten classes and the 2nd grade class.</p>

	<p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>Mrs. Josée's class exits through the side door (closest to the classroom) and goes out and enters after the 3rd and 4th grade classes .</p> <p>The Recreation Supervisor allows classes to enter one at a time.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The mask is required to use the bathroom.</p> <p>The bathroom used for Mrs. Chanel's class is the one in the middle corridor (front door) (Shared with the students of Maternelle, 2nd grade Anne)</p> <p>The bathroom used for Mrs. Josée's class is the one in the back corridor (new section, near Rhonda's classroom) (Shared with Mrs. Taylor's grade 3-4 and grade 5 students).</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but the meal will be delivered to the classroom.</p> <p>Masks are mandatory at the entrance and exit of the school as well as in the corridors, but not during the school day.</p> <p>The playground will be divided into <a href="#">seven zones</a>. A playground zone schedule will be established to ensure an equitable rotation between zones.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<b>2nd year</b>	<p>The 2nd year students are a single cohort.</p> <p>Their recess will be from 9:45 to 10:00 am.</p> <p>Lunch will be from 11:30 a.m. to 12:00 p.m. in class.</p> <p>Students will go outside from 12:00 to 12:45 (teachers' dinner).</p>



	<p>Mrs. Anne's class comes out at recess after the 2 kindergarten classes. They enter and exit in the same order through the middle door.</p> <p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>The Recreation Supervisor allows classes to enter one at a time.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The mask is required when students leave for the bathroom.</p> <p>The bathroom used for Ms. Anne's class is the one in the middle corridor (student entrance door). (Shared with the Kindergarten and Grade 1 students Mrs.Chanel)</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but students eat in class and meals will be delivered.</p> <p>Masks are mandatory at the entrance and exit of the school as well as in the corridors but not in the classroom.</p> <p>The playground will be divided into <a href="#">seven zones</a>. A playground zone schedule will be established to ensure an equitable rotation between zones.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<b>3rd year</b>	<p>The 3rd grade students are separated into 2 cohorts; Mr.Nicholas's class and Ms.Tara's class.</p> <p>Their recess will be from 9:45 to 10:00 am.</p> <p>Lunch will be from 11:30 a.m. to 12:00 p.m. in class.</p> <p>Students will go outside from 12:00 to 12:45 (teachers' dinner).</p> <p>Mr. Nicholas's class comes out at recess after grade 2. They enter and exit in the same order through the middle door.</p> <p>Mrs. Tara's class goes out at recess after Mr. Nicholas's class. They enter and exit in the same order through the middle door.</p>

	<p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The mask is necessary to go to the bathroom and to move around in the corridors.</p> <p>The bathroom used for the 2 3rd grade classes is the one in the new section (near Mrs.Rhonda's class) (Shared with Mrs.Josée's students, Mrs.Taylor's 4th and 5th grades).</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>Masks are mandatory at the entrance and exit of the school but not during the school day.</p> <p>The playground will be divided into <a href="#">seven zones</a>. A playground zone schedule will be established to ensure fair rotation between zones.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<p><b>4th year</b></p>	<p>Grade 4 students are separated into a single cohort</p> <p>Their recess will be from 10:15 to 10:30 a.m.</p> <p>Lunch will be from 12:00 to 12:15 in class.</p> <p>Students will be outdoors from 11:30am to 11:55am and will eat lunch in class until the teachers arrive at 12:15pm.</p> <p>There will be indoor supervision during dinner.</p> <p>Mrs. Rhonda's class goes out at recess first and in first. She uses the side door closest to the classroom.</p> <p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p>

	<p>The mask is necessary to go to the bathroom and to move around in the corridors.</p> <p>The bathroom used for the Grade 4 class is the one closest to the classroom (new section) (Shared with Ms.Josée's students, Ms.Taylor's 3rd and 5th grades).</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>Masks are mandatory at the entrance and exit of the school, in the corridors and in class when students cannot be seated 2m apart.</p> <p>The playground will be divided into <a href="#">six zones</a>. A playground zone schedule will be established to ensure an equitable rotation between zones.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<b>Grade 5 (Taylor)</b>	<p>Ms. Taylor's Grade 5 students are separated into a single cohort. They will not be with the other 5th graders in Mr.Philippe's class.</p> <p>Their recess will be from 10:15 to 10:30 a.m.</p> <p>Lunch will be from 12:00 to 12:15 in class.</p> <p>Students will be outdoors from 11:30am to 11:55am and will eat lunch in class until the teachers arrive at 12:15pm.</p> <p>There will be indoor supervision during dinner.</p> <p>Mrs. Taylor's class is the last to leave at recess and the last to enter. After the 4th class, the class and the two 3rd classes. She uses the side door closest to the classroom.</p> <p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The mask is necessary to go to the bathroom and to move around in the corridors.</p>

	<p>The bathroom used for the 5th grade class is the closest one (at the end of their corridor) (Shared with Mrs. Josée's students, 3rd and 4th grade).</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>Masks are mandatory at the entrance and exit of the school, in the corridors and in class when students cannot be seated 2m apart.</p> <p>The playground will be divided into <a href="#">six zones</a>. A playground zone schedule will be established to ensure an equitable rotation between zones.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<p><b>Class 5-6 Philippe</b></p>	<p>The 5-6 students (M.Philippe) are only one cohort. They do not mix with the other 5th or 6th graders.</p> <p>Their recess will be from 10:15 to 10:30 a.m.</p> <p>Lunch will be from 12:00 to 12:15 in class.</p> <p>Students will be outdoors from 11:30am to 11:55am and will eat lunch in class until the teachers arrive at 12:15pm.</p> <p>There will be indoor supervision during dinner.</p> <p>Mr. Philippe's class goes out at recess before Mr. Breanne's class and uses the middle door.</p> <p>It is the teacher's responsibility to ensure that their class gets out before grade 6.</p> <p>Recreation supervisors are responsible for getting them in order.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The teacher brings her class to the zone at recess. The supervisors bring the classes in one by one.</p> <p>The mask is necessary to go to the bathroom and to move around in the corridors.</p>

	<p>The bathroom used for the 5th-6th grade class is the middle one (near the lockers) (Shared with the 6th, 7th and 8th grade students).</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>Masks are mandatory at the entrance and exit of the school, in the corridors and in class when students cannot be seated 2m apart.</p> <p>Lockers cannot be used.</p> <p>The playground will be divided into <a href="#">eight zones</a>. A playground zone schedule will be established to ensure fair rotation between zones.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
<b>6th year (Breanne)</b>	<p>Grade 6 students (Ms. Breanne) are only one cohort. They do not mix with the other 6th grade students of Mr.Philippe.</p> <p>Their recess will be from 10:15 to 10:30 a.m.</p> <p>Lunch will be from 12:00 to 12:15 in class.</p> <p>Students will be outdoors from 11:30am to 11:55am and will eat lunch in class until the teachers arrive at 12:15pm.</p> <p>There will be indoor supervision during dinner.</p> <p>Mrs. Breanne's class goes out at recess after Mr. Philippe's class and uses the middle door.</p> <p>It is the teacher's responsibility to ensure that their class goes out after grade 5-6.</p> <p>Recreation supervisors are responsible for getting them in order.</p> <p>Teachers are encouraged to let students go to the bathroom individually rather than in groups to avoid heavy traffic.</p> <p>The mask is necessary to go to the bathroom and to move around in the corridors.</p>

	<p>The bathroom used for the 6th grade class is the middle one (near the lockers) (Shared with the 5th-6th grade 7th and 8th grade students)</p> <p>There will be no more microwaves in the school. No meals will be reheated.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>Masks are mandatory at the entrance and exit of the school, in the corridors and in class when students cannot be seated 2m apart.</p> <p>Lockers cannot be used.</p> <p>The playground will be divided into <a href="#">eight zones</a>. A playground zone schedule will be established to ensure fair rotation between zones.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>All teachers will be required to provide classroom plans to the principal.</p>
7-9	<p>7th grade students use the room; to be confirmed 8th grade students use the room; to be confirmed The 9th grade students use the room ;</p> <p>Students in grades 7-8 use the bathroom in the middle of the hallway.</p> <p>The 9th grade students use the bathroom next to Mr. Patrick's classroom.</p> <p>Students in grades 7-9 remain in their classrooms with the exception of Physical Education, English and Music classes. <b>(Teachers move from class to class)</b>.</p> <p>The mask is mandatory and can only be removed when the following conditions are met;</p> <ul style="list-style-type: none"> <li>● Students are seated in their seats two metres apart and looking in the same direction.</li> <li>● Students eat or drink.</li> </ul> <p>Students in grades 7-8 eat lunch in their classrooms from 11:30 a.m. to 12:15 p.m. Supervision is provided while the teachers are having lunch. Students who wish to go outside after lunch will be directed to their assigned <a href="#">area</a> by the lunch supervisor.</p> <p>Cafeteria service continues but meals will be delivered to the classroom.</p> <p>Students in 9th grade can go out at lunchtime. All entry and exit protocols are the same. Exiting students must sign out at the end of their class.</p>

	<p>The 9th grade students who eat out are entering and leaving through the door of the secretariat and Mrs. Chantal manages their movements.</p> <p>We encourage teachers to go outside for at least one period per day.</p> <p>Lockers cannot be used.</p>
<p><b>10-12</b></p>	<p>Zone 10-12 includes the following classrooms :</p> <ul style="list-style-type: none"> <li>● Class 212 (Patrick)</li> <li>● Class 211 (Lorna)</li> <li>● Class (Rosine)</li> <li>● Class (Richard)</li> <li>● Class (Marc)</li> </ul> <p>The majority of high school courses will be given in these premises.</p> <p>A mask will be necessary to get to these places.</p> <p>The mask can only be removed when the following conditions are met;</p> <ul style="list-style-type: none"> <li>● Students are seated in their seats two metres apart and looking in the same direction.</li> <li>● Students eat or drink.</li> </ul> <p>Toilet next to Mr. Patrick's class.</p> <p>Students who go out at lunchtime sign the register on the bulletin board next to Mrs. Lorna's class go out and enter through the secretary's office.</p> <p>Mrs.Chantal manages the entrance of the students.</p> <p>The protocol for entering and leaving the school is always the same if students go out at lunchtime.</p> <p>When students are part of their cohort, physical distance will still be encouraged whenever possible.</p> <p>All teachers will be required to provide classroom plans to the principal.</p> <p>Students in grades 9-12 may attend the cafeteria. They will have to wash their hands before and after, sit 2m apart. Supervision is provided.</p> <p>No lockers can be used.</p>

**Commenté [1]:** Difficult with the tables I have in my classroom...will we have desks?

**Commenté [2]:** No, no new desks have been sent. You can watch with Sam. When the students wear the mask, the physical distance must not be respected.

**Commenté [3]:** At any time? Youth house?

**Commenté [4]:** No. Youth house ok but with a mask.

## Cleaning

Action	Responsible
<p>The bathrooms will be cleaned on a regular basis.</p> <p>Frequently touched surfaces will be cleaned on a regular basis.</p> <p>Classrooms will be disinfected at midday and at the end of the day.</p> <p>Students will wash their tables after lunch to facilitate mid-day disinfection.</p>	<p>Custodians are responsible for following <a href="#">preventive cleaning and disinfection measures</a> throughout the school day and in the evenings.</p> <p>Custodians are responsible for completing the <a href="#">checklists</a> several times a day.</p> <p>Teachers are responsible for having students wash before they go out for recess.</p>

## Details staff members

Position	Guidelines for use
<b>Teacher Assistants</b>	<p>Teacher assistants continue their work with the students.</p> <p>Students who require services continue to receive services.</p> <p>They are encouraged to keep a physical distance from the students but we recognize that some situations will not allow this. For this reason, we will provide visors, clear screen masks and hand sanitizer.</p> <p>Teacher assistants are allowed to visit up to 2 classes during the day. If this is the case, time will be added to the schedule to change protective equipment, follow the necessary hygiene measures (hand washing).</p>
<b>Resources/IPLÉ/Centre/Mentor/Behavioural Worker</b>	<p>The resource teacher is encouraged to work in the classroom or even outside the classroom rather than having students in the office.</p> <p>When a student goes into the intervener's room, the intervener is responsible for disinfecting the space occupied by the intervener before welcoming another student.</p> <p>Group students must be from the same cohort (class).</p> <p>When an itinerant teacher travels from class to class, the schedule will be adjusted to allow time for the teacher to wear protective equipment and</p>



	<p>practice good hygiene.</p> <p>Clear visors, gloves and screen masks will be provided. If a student is in your room, it is encouraged to leave the door open.</p> <p>Physical distance is always encouraged.</p>
<b>Specialist teachers</b>	<p>Specialist teachers (elementary) are encouraged to go outside or move around the classrooms and will be expected to follow the same protocols for classroom visitors.</p> <p>When specialist teachers visit a classroom, personal protective equipment will be provided. The mask is mandatory when the distance of 2m is impossible.</p> <p>The disinfectant spray will be used to disinfect the desk and chair.</p> <p>When students change classes, they must be disinfected before the next class arrives. Materials will be provided. Students will spray their work surface and the disinfection will be completed in 5 minutes.</p>
<b>Growing up in French</b>	<p>Educators work with children to help them understand the importance of maintaining distances and following other health and safety measures, such as regular hand washing and following cough and sneeze precautions.</p> <p>Developmentally appropriate signs will be posted to encourage children to wash their hands properly, follow coughing instructions, etc.</p> <p>Classes are encouraged to go outside at least 40% of the time.</p> <p>Snacks should be prepared to be given individually. No buffet style snacks will be served.</p> <p>There will be no more microwaves in any classroom. All students will be required to have cold lunches or thermos flasks. The cafeteria will be available for classroom use.</p> <p>The classroom will be disinfected at mid-day and at the end of the day following the same strict protocols as the school.</p>
<b>School and Community Development Officer</b>	<p>The student council can continue to meet as long as the students wear the mask and respect the 2m distance.</p> <p>Outdoor activities with the classes are preferred.</p> <p>Personal protective equipment will be provided to the officer so that she</p>

	can move safely from class to class.
<b>Library technician</b>	<p>For Kindergarten to Grade 8, the library technician will of the school will prepare a Surprise Baccalareate of books (adapted to the grade level) that will be delivered to each class that wishes to do so.</p> <p>A 24 hour delay must be respected before opening it. This will remain in the class for a period of 1, 2 or 3 years. weeks, as determined by the library technician, and the teacher.</p> <p>A new bin will then be delivered to the class, and the first one set aside in the library during 24 hours before going to another class.</p> <p>There will be a "Wish List" form in the bin on in which students and teachers can register their requests for reading or research books.</p> <p>For Grades 9 to 12, students and teachers will will be able to communicate by email or in person with the library technician to request books from library. She will deliver them to the regular class. Library technicians:</p> <p>You will find more details on your support site: <a href="https://sites.google.com/sepne.ca/appui-aux-bibliotheques/accueil">https://sites.google.com/sepne.ca/appui-aux-bibliotheques/accueil</a></p>
<b>Administrative Assistant</b>	<p>The administrative assistant will be behind a "plexiglass barrier".</p> <p>The administrative assistant manages the entrances to the school letting people in one at a time. Lockers and waiting areas will be clearly identified to facilitate this work.</p> <p>Personal protective equipment will be provided to her in cases where she will have to interact with a student without respecting social distance.</p>

## Additional Questions

Operational Issues	Guideline
Staff who support several schools	Staff who serve multiple schools will be reminded to bring a non-medical personal mask, report to the school office to review school

	<p>policies and sign the contract tracking log which will include a declaration and statement upon arrival.</p> <p>Consultants who provide direct service in cases where physical distance is difficult (APSEA, speech-language pathologists, psychologists) will wear masks approved by Health Nova Scotia.</p>
<b>Staff meeting</b>	<p>Staff meetings may be held in classrooms where it is possible to maintain a physical distance of 2 meters.</p> <p>During face-to-face meetings, the guidelines issued for gatherings will be respected.</p> <p>Staff meetings where security measures are not possible will take place virtually.</p>
<b>Shared spaces (office, photocopiers, laminator, telephone, etc.)</b>	<p>Teachers will be encouraged to remain in their respective work area (classroom) whenever possible.</p> <p>Staff will be required to maintain a reasonable physical distance in common work spaces, such as photocopy rooms, teacher planning centers, during meetings, etc.</p> <p>Given the reality of our secretariat, staff in transition will be required to wear non-medical masks and wash/disinfect their hands upon entry and exit.</p> <p>Telephone sets (limit use) will be cleaned/disinfected after each use.</p>
<b>Alternates</b>	<p>Locum staff will be reminded to bring a non-medical personal mask on a daily basis or a non-medical mask will be provided as required. They will be strongly recommended to wear it.</p> <p>They will be required to report to work early to review the school's guidelines.</p> <p>They will be required to sign the attendance register.</p>
<b>Clubs / sports etc.</b>	<p>This will be put on pause for the month of September or until further notice.</p>
<b>Technology</b>	<p>The plan is to have one chromebook per student.</p>

	<p>It is the responsibility of the teacher to find the best possible way to identify the chromebook so that it can be associated with a single student.</p> <p>Protocols for their disinfection are to come.</p>
<b>Sporting equipment</b>	<p>Outdoor sports equipment does not need to be disinfected. Sports equipment that is shared must either be disinfected or remain for 24 hours before being shared with others.</p>
<b>Musical equipment</b>	<p><a href="https://docs.google.com/document/d/1kn3g9cyGln_f8crVOy30gCJURwpWdCPbgTWQmQ5YqAY/edit?usp=sharing">https://docs.google.com/document/d/1kn3g9cyGln_f8crVOy30gCJURwpWdCPbgTWQmQ5YqAY/edit?usp=sharing</a></p>