St. Bernadette Elementary School
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St. Bernadette Taskforce Role & Responsibilities Descriptions

Facilities Lead – The Principal will have the overall responsibility for the school's back to work plan, coordinating and aligning with other authorities. The role of the Principal has always been, in addition to other duties, to "ensure safety procedures are set up and followed" – Policy 308.

Employee Access Control Lead – The Principal will take the lead to manage physical distancing logistics in regard to arriving and departing employees and students. Will provide further support by providing specific options regarding physical distancing within the school, including potential mitigation measures to manage risk of teachers and staff required to work at least 6 feet from others.

Virus Prevention & Protocols Lead - Works to develop protocols to ensure the wellness of all employees, and the overall pandemic preparedness and response plan.

Sanitization & Disinfection Lead – Works with the custodian and the PEC Member responsible for maintenance to manage daily and periodic disinfection logistics, including routine and deep cleaning, disinfection processes, in accord to the protocols set up by the Virus Prevention & Protocol leader. Drives process continual improvement and ensure 100% compliance of the school's disinfection protocol.

Communication & Training Lead – The Principal and PEC Chair will collaborate to manage all pandemic related communications. Manages the training function related to back to workplace preparedness and response, including both employee, management and the Task Force training.

PPE & Materials Lead - Works to secure all necessary supplies to implement and sustain the plan and the pandemic preparedness & response plan, including direct procurement of supplies.