



## St. Bernadette Employee Training Details

### Return to Work Training Plans

#### **Pre-return to Work Training Session**

- ☐ Staff was sent all 16 documents related to reopening the school. They were also provided with a Zoom Meeting to go over what reopening the school would look and feel like.

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#### **On-Site Work Training Sessions – For 2020-2021 staff only**

- ☐ We are hosting a train the trainer session on Tuesday May 26<sup>th</sup> for the taskforce support committee (VP, LAC & PEC)
- ☐ Friday May 29<sup>th</sup> – **8:30am to 10am** – Training session for classroom teachers.
- ☐ Friday May 29<sup>th</sup> – **11:30am – 1pm** – Training session for support staff and Specialists
- ☐ Friday May 29<sup>th</sup> – **2:30pm – 4pm** – Training session for Educational Assistants

It is very important that ALL employees understand the safety requirements, protocols, and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19.

We structured this training plan to effectively disseminate this information to the school's various teams and communities.

#### **Training Logistics:**

- Host training should be done as close to the first day of school reopening ✓
- All staff must attend both the remote and in person sessions ✓

Meeting area must ensure to adhere to physical distancing protocol - Staff are to start the meeting outside and at a distance. If weather is uncooperative, staff will meet in the LLC

#### **Itinerary:**

- |   |                                       |
|---|---------------------------------------|
| 1. Meet outside the school.                             | 6. Traffic flow in the school         |
| 2. Go through the screening process                     | 7. Recess (we there be one?)          |
| 3. How to do drop off and pick up/Staggered             | 8. Classroom Set Up                   |
| 4. Enter and exit the classroom (exterior and interior) | 9. Supervision/Schedule/length of day |
| 5. Signage  | 10. Emergencies/Onsite Symptoms       |
|   | 11. Q & A                             |

#### **Details**

- Most training topics can be reinforced with **signage**.
- Documentation will support training sessions – delivered on May 21<sup>st</sup> via email.
- Meet at a distance. If weather is uncooperative, staff will meet in the LLC.



## Pre-Return to Work Trainings – May 26<sup>th</sup> (VP, LAC & PEC) and May 29<sup>th</sup> (Staff)

### Tasks



- ☐ Deliver trainings on the topics detailed on this page so all St. Bernadette's staff are aligned with the protocols and guidelines.

Topic	Audience	Content Included
<b>Overview of St. Bernadette School Covid-19 protocols, procedures and resources</b>	All employees –  Completed on May 21 <sup>st</sup> , 2020	Virtual Overview of Safe Workplace Playbook  Delivered through Zoom. Shows Ppt of overview plans  <b>Site Operating Protocols:</b> <ul style="list-style-type: none"><li>• Startup Checklist</li><li>• Taskforce Leadership Team</li><li>• Current Reality</li><li>• Readiness to Return</li><li>• Learning from Others</li><li>• Preparing the School</li><li>• Gathering and Spatial Planning</li><li>• Physical distancing protocol</li><li>• Screening Implementation</li><li>• Self-quarantining and return to work</li><li>• Signage</li></ul> <b>Next Steps:</b> <ul style="list-style-type: none"><li>• Checklist Items</li><li>• 1st Day Back Training</li><li>• Other Trainings</li></ul>
<b>Screening Implementation Training</b>	On site-health screeners (LAC, VP and PEC)	On-Site Training – May 26 <sup>th</sup> – will review with staff on May 29th  In-depth review of the role, responsibilities and safety requirements for the on-site screeners <ul style="list-style-type: none"><li>• Isolation Protocol</li><li>• Initial screening process and self-screening (daily &amp; on-site)</li></ul>
<b>Gathering and Spatial Planning Training</b>	Teachers and EAs	On-Site in-depth review of the protocols related to gatherings and spatial planning – May 29th  Classroom set up  Movement around the school (interior and exterior)
<b>Full Training</b>	All employees	On-Site Training – May 29th  In-depth review of the role, responsibilities and safety requirements for the returning to in-class instruction. <ul style="list-style-type: none"><li>• St. Bernadette COVID-19 Response Overview (online)</li><li>• Signs &amp; Symptoms of COVID-19</li><li>• Daily self-screening for symptoms</li><li>• Isolation Protocol for symptomatic employees and students</li><li>• Physical distancing measures</li><li>• Personal Hygiene</li><li>• Disinfection measures</li></ul>

## Ongoing Trainings/Operations

### Tasks



- ☐ Modify or create new training materials to be consistent with current information and practice
- ☐ Deliver training on all topics described on this page to all staff