St. Bernadette Elementary School
13130 65B Ave. Surrey BC V3W 9M1
T: 604.596.1101
F: 604.596.1550

# St. Bernadette Employee Training Details

## Return to Work Training Plans

**Pre-return to Work Training Session**

- ☐ June - Staff sent documents related to September opening the school. Staff are provided with a Zoom Meeting to go over expectations of what opening the school would look and feel like.
- ☐ August – Staff sent updated documents related to the opening of school.
- ☐ Staff is updated and provided with training as the year continues

**On-Site/Remote Work Training Session for all Staff**

- ☐ Train the trainer session for task force committee
- ☐ Training session for staff to follow

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 the session ✓

Meeting area must ensure to adhere to physical distancing protocol - Staff will meet in the gymnasium.

**Suggested Itinerary:**

1. Health Check
2. Go through the screening process
3. How to do drop off and pick up/Staggered
4. Enter and exit the classroom (exterior and interior)
5. Learning Groups
6. Traffic flow in the school
7. Staggered Recess and Supervision
8. Classroom Set Up
9. Specialist, Extra-Curricular
10. Emergencies/Onsite Symptoms
11. Q & A

**Details**

- Most training will focus on the daily running of the school and how to create an environment that is safe for all.
- Documentation will continue to support our practice.

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# Return to Work Recommended Training Plans

**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 |
|---|---|---|
| **Overview of St. Bernadette School Covid-19 protocols, procedures and resources** | All employees –<br><br>Date: | Review of WorksafeBC, BCCDC and MofEd documents<br><br>**Site Operating Protocols:**<br>• Review previous training<br>• Taskforce Leadership Team<br>• Review Stages (focus on current stage)<br>• Learning Groups<br>• Learning from Others - current research/findings<br>• Preparing the School – schedules, supervision, etc.<br>• Physical distancing protocol (different protocols for adults and children)<br>• Health Checks<br>• Cleaning and disinfection<br>• Other:<br><br>**Next Steps:**<br>• Ongoing assessment & review<br>• Other Training |

## 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

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