

Covid Response Team - Terms of Reference

October 2020

Introduction

A Covid response team was set up in June 2020. Its purpose was to bring together relevant stakeholders within the school (teachers, parents' representatives and Board representatives) to support and guide the school's reopening during Covid 19, and in accordance with all relevant government and public health Covid 19 guidelines.

The school re-opened on August 31st 2020 underpinned by the 'Stratford NS Covid 19 Response Plan', a Covid 19 risk assessment document and a Covid 19 policy statement.

It is stated in the school's 'Covid 19 Response Plan', that actions within it are subject to review measures at particular time points within the academic year.

It is proposed that the Covid response team will continue to operate, and be used as a mechanism to review the 'Covid 19 Response Plan'.

Objectives:

The objectives of the Covid response team are:

- To meet every 6 weeks to review the 'Covid 19 Response Plan' and the implementation of the plan.
- To agree and provide a mechanism for obtaining feedback from stakeholders within the school community in advance of each 6-weekly meeting, in order to inform the review
- To review the 'Covid 19 Response Plan' in light of all feedback received
- To agree if any actions need to be taken in respect of the 'Covid 19 Response Plan', taking into account the government and public health Covid 19 guidelines.
- To clearly communicate to the school community no change or change to the plan, and how these decisions have been arrived at.

Membership:

The Covid 19 response team members:

Gemma O'Byrne (Acting Principal) - Chair

Lucy Mitchell – Staff Lead Worker Rep (SNA)

Elaine Nerney – Board member (parents' representative)

Erica Weinberg – Board member (community representative)

Board member – To be appointed

Pat Moran – Chair of the PA

Tal Eretz-Kdocha – PA committee member

Term:

These Terms of Reference are effective for the academic school year September 2020 to June 2021.

Operation:

- The Chair is responsible for chairing the meetings and will delegate this if necessary
- The Chair, or delegate, will receive agenda items and distribute the draft agenda for agreement at the meetings
- All members of the Covid 19 response team, have the opportunity to place items on agenda for meetings including items arising from feedback received from stakeholders through the agreed mechanism.

Proposed review mechanism

The following review mechanism is proposed incorporating feedback from relevant stakeholders in addition to the Covid 19 response team members. Any changes proposed will be considered in accordance with the relevant government and public health Covid-19 guidelines. In case of a change or no change to the plan, this will be noted and the basis for the decision communicated.

What is working well?	What is of concern	Proposed changes?	Agreed changes	Actions	Owner	Impact of change measured by: