

NLSS

School Closure Plan

2023-2024

Contact Information

Principal	Shawn Klingenberg	705.336.2900 705.336.8173
Vice-Principal	Peter Jolliffe	705.336.8403
Director	Angela Tozer	705.336.2903 x 104 705.336.8080
Business Administrator	Lyndsey Allard	705.336.2903 X103 705.367-0623
Board Chairperson	Trevor Keefe	705.336.8640
Maintenance Supervisor	Blain Butterfly	705.336.8586
Two Bay - Bus	Sri Gangadharan / Hewa	705.336.2944 647.300.2052
Helicopter Transport MF	Dustin Rickard	
InnLink MF Van/Boat	John Turner Caroline Gary Wayne	705.336.8507 705.363.8555 705.507.4739 705.336.8505

In the event of a School Closure:

1. School principal or designate will consult with the Superintendent of Education prior to deciding if school closure is necessary given the situation.
2. School principal, vice-principal or designate will notify all transportation providers with changes / needs for transportation. Kenny Macdonald will also be notified.
3. School Principal, vice-principal, or designate will notify all staff members using school email, or phone notification system if closure occurs after hours.
4. If closure occurs during the school day, staff will be notified in person. School principal, vice-principal, or designate will contact parent/guardians/trustees using school email system to notify of school closure.
5. School phone message system will be set up with a closure message providing details. Ensure school is clear of students, and securely locked.

In the event of Transportation Cancellation:

1. Transportation providers will notify Principal, vice-principal, or designate of need to cancel transportation.
2. Twitter and email will be used to notify parents of cancellation and make alternate arrangements.

**Protocol Developed with Public Health Unit for Staff Access to
Northern Lights Secondary School During a Ministry of Health School Closure Period**

During a Ministry of Health ordered school closure period, Northern Lights Secondary School is closed to all staff and individuals, with the exception of a limited number of staff who are performing essential duties that cannot be performed remotely. This protocol applies to when the province of Ontario has declared a state of emergency, and school sites cannot operate as normal.

Under very limited circumstances, temporary access to buildings and work spaces will be granted for James Bay Lowlands Secondary School Board staff only. No other individuals are permitted (e.g. students, visitors). Access will be granted at the request of individual staff members and only to be requested if there is a need to be in the building for a specific purpose that requires working in the school. During a school closure, staff are encouraged whenever possible to work remotely.

Guiding Principles:

- The health and safety of individuals is of utmost importance
- Public health prevention measures must be followed when staff are in the school building
- Staff need to be responsible for protecting the health of themselves and others
- Staff should avoid all non-essential trips to the school building

Process to Request Access to Academic / Office areas NLSS:

- Principal / Vice-Principal will grant reasonable access to staff to as needed for their duties

Shops Classroom and Wood / Automotive Shops

- This area will be off-limits to all staff, except for the technology teacher.