

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, [clare.tooley@nbed.nb.ca](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

The following document is intended to provide a check list with spaces for each main topic area along with resources. This will help the plan owner, (school Principal), outline each school's Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. The District Occupational Health and Safety Coordinator is expected to be the primary support for staff and students. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

<b>School Name</b>	Norton Elementary School
<b>Principal (Signature)</b>	Linda Myers
<b>School District Official (Signature)</b>	
<b>Plan Implementation Date</b>	September 2020

From October to May, minimum monthly review is required. Principal will sign below to identify when this plan has been reviewed internally (*by the principal or JHSC*) to assess any new risks or changes to regulatory guidelines; and as increased hazards/risk conditions warrant. **Keep this original first page for a record of reviews as the rest of the document may change.**

Name ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
Name ( <i>November Review</i> )	Date	Name ( <i>March Review</i> )	Date
Name ( <i>December Review</i> )	Date	Name ( <i>April Review</i> )	Date
Name ( <i>January Review</i> )	Date	Name ( <i>May Review</i> )	Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 2	2 Sept
Section 3	29 August
Section 4	2 September
Section 5	2 September
Section 6	2 September
Section 7	2 September
Section 8	2 September
Section 9	2 September
Section 10	2 September
Section 11	31 August
Section 12	2 September
Section 13	2 September
Section 14	2 September

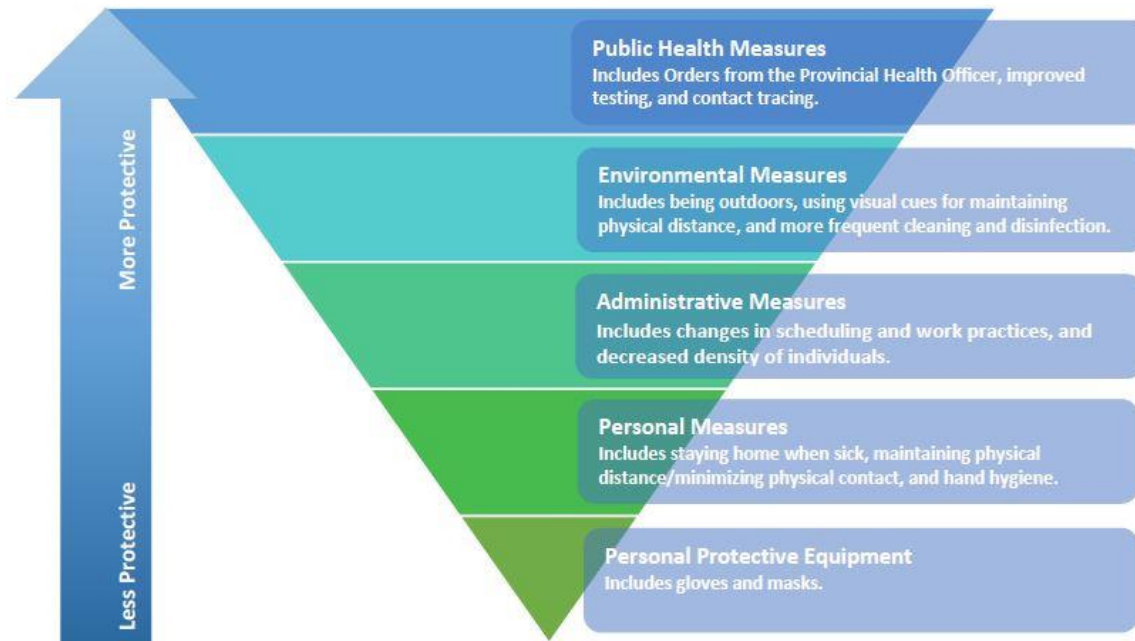
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a school/district are achieved by first focusing on recommended physical distancing requirements and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and cough / sneeze etiquette. Once all reasonable options in a category have been exhausted, move to the next category. Refer to table below for clarification.



Source: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective communication in the prevention and control of COVID-19.

**The K-12 “Return to School September 2020” document is the comprehensive and first reference point for this document.**

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**Instructions:** Go down the list one-by-one, review the resource materials as applicable. Describe in “Notes” box how you plan to implement the specific items at your school. To help you remember, under the “Status” column, you can select if the section is *done, in progress, not started, or not applicable*. The last column shows the “Date Implemented” so you can track when items are completed.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 2 - COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for Staff and Students <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>In Progress</b>	<b>9/2/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>In Progress</b>	<b>9/2/2020</b>

**Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.*

**Please note that all messages sent home will be posted on our school website, including the ones that have gone out already. An initial School Messenger message was sent out to entire school population on Thursday, 27 August, outlining plans and guidelines for staggered entry. Due to changes in student population, we have changed our class configurations to a straight K and a straight Grade 1 class. Homeroom teachers have contacted parents by phone and explain that in both grades, half of the children will come on Tuesday, 8 September and the other half on Wednesday, 9 September. Grade 2-5 students will come by alphabetical order – A-M students come Tuesday, 8 September, N-Z with all students attending on Thursday, 10 September. This will give teachers a chance to go over rules with smaller groups of students and help allay concerns they might have. A separate School Messenger message was sent to Kindergarten parents on Friday, 28 August, outlining the details of the parent orientation on Tuesday and Wednesday, 8 and 9 September. Weather permitting, it will be held socially distanced outside on the grass (chairs provided) and with Principal speaking and answering questions. If weather is inclement, it will be held, socially distanced in the gym with all involved wearing masks.**

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Teachers will call parents on Tuesday, 1 September, to introduce themselves and answer as many questions as they can regarding school start up, including the expectations of when/where masks are to be worn by students, visitors and staff and arrival and dismissal procedures.

A message will be sent via School Messenger on Wednesday, 2 September outlining new procedures to parents including the expectation that masks are to be worn by all visitors, the need for students to have clean masks and water bottles at the school each day and to remind their children of the proper use of hand sanitizer.

Each day, students arriving by bus will unload wearing masks and enter the building, socially distanced via the two entrances facing Rte 124. They will be met by the principal and follow the arrows laid out on the floors and stairways. Teachers will be visible on at stairways and common areas to help 'direct traffic'. Please note that the two entrances facing Rte 124 will only be used for students entering the building during bus drop off and not for visitors. Students being dropped off by daycare or parents will be met by EA's and will enter the building socially distanced via the entrance facing the playground. Visitors may only be buzzed in at the entrance facing the playground. There, signage has been posted outlining the COVID questionnaire and telling visitors that masks and hand sanitizing are required. Because there is a clear line of vision from the Administrative Assistant's office to the door, no one will be buzzed in without a mask.

Visitor sign in, using the sheet provided by the district, will be outside the Admin Assistant's office, again, with a clear line of vision. We will not be asking visitors to use the name of the child they are signing in or out due to privacy concerns. Any student who arrives late or leaves early will be noted by the child's teacher.

(Also, the expectation is that because all visitors will be told to sanitize their hands upon entering the building that pens will not have to be sanitized after every use.)

Welcome to Kindergarten PowerPoint has been posted on school website in lieu of having the face-to-face transition meeting that we normally had.

Staff Orientation took place on Monday, 31 August with all staff in attendance.

Student Orientation will take place during the entire first week of school.

All messages will be posted on our school website, including regular (weekly, or more often as necessary) School Messenger messages and any school wide letters that need to go home.

During the first week of student attendance, staff meetings will be held at the end of each day to go over issues that might arise and trouble shoot where necessary. Communication to homes will be done as needed during the first week as well.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			

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<p>Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.</p>	<p><a href="#">Link to Risk Assessment Document</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>
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**Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>8/20/2020</b>
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<b>Done</b>	<b>8/20/2020</b>
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	<b>Does not apply</b>	
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i>  <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	<b>In Progress</b>	<b>8/31/2020</b>



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**Building Access Notes:** *Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.*

We have a buzzer system in place now and our doors are always locked. Through a School Messenger voicemail/email on Wednesday, 2 September, parents will be informed that there is now more limited access to our building. (Such measures include waiting outside if they need to come to pick up a child for an appointment or due to the child being ill.) Hot lunch delivery will be left in the entryway, milk delivery will be scheduled for after dismissal if possible and mail delivery (parcels) will be signed for outside the main entrance.

Signage has been posted that masks must be worn by all visitors entering the building and that hands must be sanitized. Visitor log will be on a table outside the Office for those who must enter the building. For privacy sake, student names will not be included on sign in, sign out sheet, but rather any student who leaves early or arrives late will be noted by his/her classroom teacher. Staff will continue to take daily class attendance. Staff will also be informed at the first staff meeting/orientation on Monday 31 August, of the need to sign out or in if they enter or leave partway through the day.

Our entry procedure has been noted in Section 2. Students will be asked to use hand sanitizer upon entering their classrooms. At dismissal time, we will dismiss, one bus at a time in the order the children get off at their stops (this information has been provided by Bus Planner and will be gone over with the bus drivers.) Children who attend Daycare or are being picked up by their parents will wait in their classes under the supervision of our EA's until the bus students leave. This will help to minimize traffic in the hallways at the end of the day.

Morning and lunch recess will be divided, four classes out at one of two times. Each class/bubble will have a designated area to play on. Because each area has its own natural boundary we do not feel signage is necessary. (Playground equipment, basketball court, and one of two fields.) Classes/bubbles will be assigned sections on a rotating basis. Two EA's and two teachers will be on duty to monitor that each class stays in its own area with their own equipment. While the first recess group goes outside, the other four classes will eat snack/lunch and when the first group comes in, they will eat. (Students will sanitize their hands in their classes upon leaving and entering.) This will minimize traffic in the hallways, stairways and washrooms.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 5 - SCREENING</b>			

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<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>Done</b></p>	<p><b>9/2/2020</b></p>
<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p><b>Done</b></p>	<p><b>9/2/2020</b></p>

**Screening Notes:** *Outline how screening requirements are being met.*

**Screening signage has been posted at the entrance to the building.**

**The importance of self-screening will be discussed at Staff Orientation on Monday, 31 August.**

**In the message that will be sent to parents via School Messenger on Wednesday, 2 September (and posted on our website) parents will be made aware of the importance of monitoring their child before s/he leaves for school. Parents will also be reminded on this message about the importance of having someone available to pick up their child within an hour should s/he become sick throughout the day.**

**A study carrel is available just outside the office for students who have to go home due to illness during the day.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators ( <i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i> ), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers ( <i>recommend not to use lockers as much as possible</i> ), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	<b>Done</b>	<b>9/2/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>8/20/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/31/2020</b>
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	<a href="#">Refer to sample signage</a>	<b>Done</b>	<b>9/2/2020</b>

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<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<a href="#">NB Reg 97-150</a>	<b>Not Started</b>	Click or tap to enter a date.
<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>	District Facilities (Maps)	<b>Done</b>	<b>8/31/2020</b>

**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**We are fortunate that we do not have many of the common areas in our school mentioned above. Of the two main stairways in the building, one has been designated to go up, the other to go down.**

**As previously noted, we have a buzzer in place to limit public access to our building. Music and Phys Ed are both held in the gym but on opposite days, so movement in the hallways is, for the most part, very scheduled and limited.**

**We have eight classes and six washrooms, two of which are self-contained within classrooms. Each class will have its designated washroom and schedule during peak times (handwashing for lunch and snack). Physically distanced stop signs have been put on the floor and students will be informed (multiple times,, particularly during the first few weeks) on the purpose and importance of using them.**

**We have switched our Recess and lunch schedule so that four classes go out at once, each with its own designated play area which will rotate on a daily basis. Each class will also have it's own set of portable outdoor play items (soccer ball, skipping ropes, etc) to take in and out with them. When one set of four classes is outside, the other set will be eating. This too, will limited too many children in the hallways or lined up at the washrooms. Students will sanitize their hands in their classrooms when they go outside and when they come back in.**

**Assemblies will be held virtually.**

**Classes already have designated, physically distanced areas to gather during emergency drills and we will continue to utilize them.**

**Classes will re enter the building, one class at a time, much the same as they do in the morning and at recess and noon.**

**Some chairs have been removed from the staffroom to avoid congregating there as well.**

**A map of the school layout will be posted at the main entrance door (without grade designation, for privacy sake).**

**We do not have a reception area at our school.**

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Because all visitors are required to wear masks upon entering the building individual parent meetings, when necessary, will be able to take place after hours in the classroom. Parent meetings will be discouraged in lieu of phone conversations whenever possible. Again this will go out in our 2 September message to parents and to staff at Staff Orientation on 31 August.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 7 - TRANSITION TIMES</b>			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>8/31/2020</b>

**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

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Please see above. I believe we have covered these items.

Our hot lunch has, in the past, been catered by Kingswood University and they have always left the items in the entryway. We plan for this to continue.

We are planning to do a staggered entry by alphabetical order of student last names. Grades 2-5, students' last names beginning with A-M will come on the first day of school, N-Z will attend on the second day. Kindergarten and Grade 1 will be staggered with half of each class coming on Tuesday, 8 September and the other half on Wednesday, 9 September.

Morning and lunch recess plans have been outlined in previous sections, however we finalized exact times on Monday, 31 August at Staff Orientation and will be added to the Operational Plan.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/31/2020</b>

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<b>Washrooms:</b> → Equip with running tap water, liquid soap, paper towel, ( <i>forced air dryers in many locations</i> ), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>N/A</b>	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>Not Started</b>	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>N/A</b>	<b>8/31/2020</b>

**Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.*

**Additional Custodial FTE has been placed at our school. Expectations were covered with both custodians, including bathroom and classroom tables/desk cleaning schedules, as well as the expectation of when other ‘hot spots’ are to be cleaned, including door knobs and handrails. The study carrel for sick students waiting to be picked up will also be cleaned by the custodian after each use. They are also expected to monitor the supply of cleaners, disinfectants, hand sanitizers, paper towels and toilet paper. It will also be the responsibility of the custodian(s) to mix the cleaners and ensure their stock is maintained. The study carrel for sick students waiting for pick up will also be cleaned by the custodian after each use. Students will each have their own designated, labeled mat to sit on in classes where the teacher chooses this option (as opposed to using any mat available). These will be cleaned at the end of each day. Masks will be worn by all staff members in the hallways and in cases where social distancing is not possible. Students will be required to wear their masks when they are out of their classroom and not in their bubble (ie: going to washroom outside of their scheduled time)**

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We currently do not have any ventilation system but during staff orientation staff will be reminded of the benefit of having windows open whenever possible.



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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>In Progress</b>	<b>8/31/2020</b>
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		<b>Done</b>	<b>9/2/2020</b>
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>Done</b>	<b>9/2/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>In Progress</b>	<b>9/2/2020</b>

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A <a href="#">Community Mask Poster</a></p>	<p><b>In Progress</b></p>	<p><b>9/1/2020</b></p>
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**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

**We will have 13 hand sanitizing stations in the building. Time during student orientation will be dedicated to teaching children routines, including proper hand washing, hand sanitizing, entrance and exit rules, washroom etiquette, use of masks (when, where and how). Student videos will also be used. The amount of time necessary will depend on the grade level. This will also be mentioned to parents in the voicemail going out on Wednesday, 2 September and will be included in the parent letter that will be going home and posted to our school website.**

**During staff orientation, teachers were reminded to properly clean manipulatives after each use.**

**Hand washing posters have been posted in washrooms, classrooms and hallways.**

**The following Table 1 will be used as a guide, with visuals, for teaching purposes.**

### Table 1

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> <li>on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>before and after meals;</li> <li>after using the toilet;</li> <li>after blowing nose, coughing or sneezing;</li> <li>after playing with shared toys, communal items or learning materials;</li> <li>after handling animals or their waste;</li> <li>before and after taking medications;</li> <li>after playing or learning outside; and</li> <li>whenever hands are visibly dirty.</li> </ul>	<ul style="list-style-type: none"> <li>on arrival (if not feasible, hand sanitizing is acceptable);</li> <li>before and after meals;</li> <li>after using the toilet;</li> <li>after blowing nose, coughing or sneezing;</li> <li>after playing with shared toys, communal items or learning materials;</li> <li>after handling animals or their waste;</li> <li>before and after giving/taking medications; and</li> <li>after playing or learning outside.</li> <li>before and after handling food;</li> <li>after helping a student use the toilet;</li> <li>after breaks;</li> <li>after contact with bodily fluids;</li> <li>after handling garbage;</li> <li>after removing gloves;</li> <li>before and after giving medications; and</li> <li>whenever hands are visibly dirty.</li> </ul>

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.  <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	<b>N/A</b>	Click or tap to enter a date.
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>N/A</b>	Click or tap to enter a date.

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<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		<b>N/A</b>	<b>8/31/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>N/A</b>	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>N/A</b>	<b>8/31/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>N/A</b>	<b>8/31/2020</b>
Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	<a href="#">Health Canada information on non-medical masks and face coverings</a>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	<b>In Progress</b>	<b>8/31/2020</b>

**Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.*

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At this time, we do not have any students or staff who require the use of protective barriers. Masks and gloves will be available on an individual, as needed basis.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	<a href="#">OHS Guide-Three Rights</a> <a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – <a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/31/2020</b>
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<a href="#">OHS Guide-JHSC</a>	<b>Done</b>	<b>8/31/2020</b>
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	<a href="#">OHS Guide topic-Supervision</a>	<b>In Progress</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Not Started</b></p>	<p>Click or tap to enter a date.</p>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

OHS documents were covered at length during our Staff Orientation on Monday, 31 August. The floor will be open to questions and concerns which will then be passed along to District office when and if necessary.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>In Progress</b>	<b>8/31/2020</b>
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/31/2020</b>



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your school.*

A copy of Appendix K was handed out during staff during Staff Orientation so that all staff members are clear on the directives should an outbreak occur, or a student or staff member become ill during the day. WorkSafe NB documents were also covered at this time.

A study carrel has been made available for any student who has fallen ill during the day and is waiting to be picked up. If possible, the student will be required to wear a mask while waiting and the study carrel will be disinfected after the child leaves.

The importance of staff self-monitoring each morning will be stressed, however, should a staff member fall ill during the day, s/he will be required to wear a mask immediately and leave the building as soon as possible.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 13 - MENTAL HEALTH</b>			

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<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a></p> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <p><a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</a></p>	<p><b>Done</b></p>	<p><b>8/31/2020</b></p>
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**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

**It will be stressed during Staff Orientation and re-iterated throughout the year that staff mental health must be a priority. Beyond regular staff meetings, it has always been my practice to make regular one-on-one check-ins with my staff as to how they are doing and whether they have any concerns or questions. Suggestions were made to watch material available by Kevin Cameron and Dr. Daniel Chorney, as well as utilizing websites such as Anxiety Canada.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>In Progress</b>	<b>9/2/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>N/A</b>	Click or tap to enter a date.
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Insert Water Bottle Signs</a>	<b>Done</b>	<b>9/2/2020</b>
Site Specific Considerations: <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		Choose an item.	Click or tap to enter a date.

**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

**Currently no outside agencies use our building.**

I believe we are able to run our hot lunch programme as usual. It is catered to by Kingswood University who delivers it, divided in boxes by class, to the door where our Admin Assistant or myself then deliver the boxes to each classroom. Milk will be delivered to the fridge on the main floor once/week after students have left the building.

We currently have one water bottle filling station on the main level and will use our water pumping station on the upper level. There is also a water cooler in the staff room (for staff use only). Parents have already been reminded that students need clean water bottles. Parents will also be reminded of the requirement of clean masks for children each day, and we will maintain a stock of extra masks at school.

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