

## 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>	Sussex Elementary School
<b>Principal (Signature)</b>	Doug Bobbitt
<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



# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

## Table of Contents – Document Owner will need to update page numbers as required

Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls	<a href="#"><u>Infection and Prevention Controls</u></a>	Page 4
Section 2 - Communications	<a href="#"><u>Communications</u></a>	Page 5
Section 3 - Risk Assessment	<a href="#"><u>Risk Assessment</u></a>	Page 6
Section 4 - Building Access	<a href="#"><u>Building Access</u></a>	Page 7,8,9
Section 5 - Screening	<a href="#"><u>Screening</u></a>	Page 10, 11
Section 6 - Physical Distancing	<a href="#"><u>Physical Distancing</u></a>	Page 12, 13, 14
Section 7 - Transition Times	<a href="#"><u>Transition Times</u></a>	Page 15
Section 8 - Cleaning and Disinfection Procedures	<a href="#"><u>Cleaning and Disinfecting</u></a>	Page 16, 17
Section 9 - Hand Hygiene and Cough / Sneeze Etiquette	<a href="#"><u>Hand and Hygiene Cough Etiquette</u></a>	Page 18, 19, 20
Section 10 - Personal Protective Equipment	<a href="#"><u>Personal Protective Equipment</u></a>	Page 21, 22
Section 11 - Occupational Health and Safety Act and Regulation	<a href="#"><u>Occ Health and Safety Act/Reg</u></a>	Page 23. 24
Section 12 - Outbreak Management Plan	<a href="#"><u>Outbreak Management Plan</u></a>	Page 25
Section 13 - Mental Health	<a href="#"><u>Mental Health</u></a>	Page 26, 27
Section 14 - Additional Considerations	<a href="#"><u>Other</u></a>	Page 28, 29

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

## 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.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**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 <u>Staff and Students</u>	<b>Not Started</b>	<b>8/24/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>In Progress</b>	<b>8/24/2020</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>8/24/2020</b>

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

**Our school administration will provide virtual orientations to all teachers and all support staff. Training attendance sheets checklist upon completion.**

**Out homeroom teachers and specialty teachers will provide in class orientations to all students. Completed attendance checks done by teachers.**

**Our school will post the visitor guidelines on the front entryway doors for all visitors to review. In addition, we will post these guidelines on all exterior doors of the school.**

**Our school administration will communicate via school messenger (phone & email), school website, and H&S Facebook page to parents and caregivers the Return to School Plan and any future changes and updates.**

**\* Operational Plan to be uploaded to school website.**

## 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 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	<a href="#">Link to Risk Assessment Document</a>	Done	8/24/2020
<b>Risk Assessment Notes:</b> <i>Describe that the Risk Assessment has been completed, include link to it if possible</i>			
<p><b>Our school has completed the above-mentioned risk assessment and all known risks have been assessed and we have implemented the necessary controls to minimize risk as described in our operational plan. Link to schools completed risk assessment. We will be adjusting this plan as necessary to ensure the risk to all our stakeholders remains as low as possible throughout the school year.</b></p>			

## 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 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>In Progress</b>	<b>8/24/2020</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 daily 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>8/24/2020</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		
<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>8/24/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We will be communicating to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will buzz enter the office and the school administrative staff will go to the door and retrieve the item.

All doors will remain locked from the outside during the day requiring each visitor arriving to stop and buzz in. All teachers have keys to the outside doors during the day for arrival dismissal and break times.

If a visitor is permitted to enter the school, they will buzz the office reviewing the visitor guidelines and signing in using our visitor sign in sheet log. Each visitor will then be escorted to their destination unless they are a regular visitor and are familiar with our school's protocols. These regular visitors could include speech, social development workers, healthy learner nurse, extramural staff etc.

We will be taking staff attendance, and teachers will be taking student attendance.

We will have two drop-off zones for parents and guardians to use in the morning. We will be using the fence entrance by the ½ playground as well as the drop off zone by the flagpole. Students will then proceed to their designated door entrance.

**Designated door entrances and exit for Morning Dropoff and outside recreation times, except in the case of Emergency Evacuations**

Door #1 – Main door

Door #2 – Grade 2/3 Hallway – 3Paul, 2Frenette-LaRush, 3Graham-Elmore, 3Steeves, 3Branscombe, 3Ravn

Door #3 – Cafeteria – ESS students (EA accompanied students)

Door #4 – Entrance near Art room

Door #5 – Back Library – 4Boucher, 5Paterson, 5McPhee, 5Doney, 5Clancy

Door #6 – Kindergarten back – 4/5Smith-St.Amour, 4/5Snyder, 4Warman, McDermott, K Murray, K Drury, K Reid, Davidson, 1Johnston, 1Wilson

Door #7 – Grade 1/2 Playground – 2Buchanan, 1/2 St-Cyr, 1Ramsay, 1Desjardins, 2deWinter, 2Bronnum-White, 1/2 Corbett

**Designated door exits for IDENTIFIED CLASSES Dismissal only (this will apply only to the classes listed – all other classes will be using their entrance doors for dismissal).**

**Door #1 – 2Frenette-LaRush, 1/2 Corbett, 2Bronnum-White**

**Dismissal times need to accommodate for physical distancing:**

**TIMES 1:50(A) 2:00 (B)**

**1:50pm dismissal: GROUP K Drury #1KMurray, 1Wilson, Davidson, 1/2 St-Cyr, 1Desjardins, 2Bronnum-White, 2Frenette LaRush**

**2:00pm dismissal: GROUP #2 K McDermott, K Reid, 1Johnston, 2Buchanan, 1Ramsay, 2deWinter, 1/2 Corbett**



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

2:10pm dismissal: GROUP #3 3Graham-Elmore, 3Branscombe, 4Smith-Amour, 5Clancy, 5McPhee, 5Paterson

2:20pm dismissal: GROUP #4 3Paul, 3Steeves, 3Ravn, 4/5Snyder, 4Warman, 5Doney, 4Boucher

*\*These dismissal times will rotate either on a weekly, bi-weekly or monthly basis after teacher input.*

## 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 5 - SCREENING</b>			
<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>            Refer to Letter Home to Parents            Refer to Return to School 2020 Document Pg. 9, 10</p>	<b>In Progress</b>	<b>8/25/2020</b>
<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 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p> <p><b>Health Room is designated as our isolation room.</b></p>	<b>Done</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

GNB up to date screening poster will be posted on all entrance doors. Staff have been advised of screening requirements within the orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic with two symptoms or more, they must put on a medical mask and go home as soon as possible.

Parents are required to screen their children in the morning prior to sending them to school. **If they have 2 symptoms or more**, they would need to stay home. We will monitor them throughout the day. Should a student become symptomatic while at school, they must put on a mask (we will provide a medical mask) and escorted to a designated isolation room in our building while they wait for their pick-up. The isolation room being used for this student must be cleaned between each use following procedure within the standard cleaning and disinfection document.

The isolation room used for this plan will be our school health room (in the office area).

## 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 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  *Bathroom schedule for classes without class washroom.  Playground schedules and designated areas for recreational outdoor time.  Specialist schedules for phys.ed and music.  <a href="#">Refer to Chartwells Operational Plan</a>	<b>Done</b>	<b>8/25/2020</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>8/25/2020</b>
Evaluate options to reduce the number of people required onsite.	N/A	<b>In Progress</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>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.</p>	<p>Teachers and support staff should make every attempt to work with individual students within the bubble classroom. Thus, there will be no work with students in the hallways to reduce risks. <a href="#">refer to sample signage</a></p>	<p>Done</p>	<p>8/25/2020</p>
<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>	<p>SES Emergency Evacuation Plan <a href="#">NB Reg 97-150</a></p>	<p><a href="#">In Progress</a></p>	<p>8/25/2020</p>
<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>	<p>SES School Layout Map District Facilities (Maps)</p>	<p>Done</p>	<p>8/25/2020</p>

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

**Classrooms - each class will stay within their bubble. During this time, they will not be required to wear masks and no physical distancing is necessary.**

**Cafeteria – Parents will be required to order online, and food will be delivered by Chartwell staff to the classrooms.**

**Elevator – Will be limited to two people at a time. Signage will be posted.**

**Staff room – Signage will be posted. There will be a maximum of 10 people at a time. Furniture will be arranged to accommodate the physical distance requirements.**

**Staff room lunch area is higher risk and thus we will encourage teachers to stay within the bubble of their classrooms to eat their lunch should they prefer.**

**Where physical distance cannot be maintained such as the mailboxes, staff must wear their community masks.**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Washrooms – Students will use their washrooms within their bubble. Classrooms that have a bathroom will be using them only. Classrooms that do not have a washroom have been assigned a bathroom schedule. Should students have to go at other times they will be required to wear a mask.**

**Stairway- There are markings on the floor to direct stairway traffic. Only one direction at a time will be allowed.**

**Hallway – Directional arrows will be posted on the floors and walls.**

**Assemblies/Large group activities – all types of large group activities and school wide events will be held virtually.**

**Evacuation Drills – This will be the only exception to our physical distancing guidelines, and we will ensure that the time spent for these drills is as possible. Our plan is also to practice with the encouragement of students wearing masks.**

**School Map – See link to emergency plan for evacuation procedures and bubble classrooms.**

**Playground – In order to maintain physical distancing on the playground we have provided a schedule of separate areas designated for bubbles of classes only. This will be on a rotational basis so that all classes have the opportunity to play in different areas. There will also be staggered outside scheduled times for recesses as lunches as provided on the link.**

**Main Office – There will be a stop line at the office reminding people that they cannot enter unless they have permission and the 2M distancing can be maintained or masks can be worn.**

**Meetings – PLC, ESS and Core Leadership Team meetings will meet with the following parameters in place. They may choose to meet virtually, if they choose to meet in person, they are required to physical distance and must wear a mask to and from the meeting. If physical distancing cannot be maintained a mask will be required during the meeting. Staff meetings will be held virtually.**

**Gymnasium – Classes will attend gym in their bubble.**

**Music – Classes that have been assigned to Miss Brenan will be able to go to the music room. Classes that have been assigned to Mrs. Canney will have music in their bubble classroom.**

## 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 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.	<b>Schedules for outside recreation</b> <b>Schedule for dismissal time</b>  District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>8/25/2020</b>

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

The school schedule has been modified to address transition times outside recreational time, and dismissal. The schedule allows for physical distancing and respect to classroom bubbles.

**Start Up time:**

To decrease drop off congestion K-2 students can be dropped off near the grade one/two playground. If there is a grade 3-5 student in the family that will be acceptable as well. Grade 3-5 students will be dropped off in the drop off zone near the school flagpoles.

Bussing students will be dropped off in the bus zone. All students upon arrival will proceed to their designated entrance door (see building access section) and go to their classroom bubble.

From the point of drop off to the entrance into their classroom students are encouraged to wear a community mask.

## 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 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>8/25/2020</b>
<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>In Progress</b>	<b>8/25/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>In Progress</b>	<b>8/25/2020</b>
Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>	Refer to Return to School 2020 Document – Appendix K	<b>In Progress</b>	<b>8/25/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>In Progress</b>	<b>8/25/2020</b>



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Hand cleaning posters have been posted in all washrooms.

Custodian will periodically check to ensure washrooms are adequately stocked up with soap paper towels etc...

Masks are required by students and staff when using washrooms outside the bathroom bubble schedule.

Buses will be cleaned as per the bus cleaning protocol.

Cleaning of equipment frequently touched items and services will be cleaned as per the standard cleaning and disinfection document.

In the event of an outbreak we will ensure proper areas have cleaned as per the outbreak cleaning and disinfection protocol.

We will open windows whenever possible and report any issues with the ventilation to our facilities team to fix.

## 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 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>Lessons on proper hand hygiene and cough/sneeze etiquette</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>Done</b>	<b>8/25/2020</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>	<p>Custodial staff check on monitoring supply levels and order as needed (check in with administrative staff).</p>	<b>Done</b>	<b>8/25/2020</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>Sanitizer provided by district <a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>Done</b>	<b>8/25/2020</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>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>8/25/2020</b></p>
--	---	---------------------------	-------------------------

**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

**We will have a supply 362 cleaner/disinfectant, custodian will dilute product and put into pre labeled bottles. There will be at least one bottle available in every classroom within the school. Custodian will monitor supply levels**

**Each classroom will have a supply of hand sanitizer alcohol free within the class that is for staff and student use. It is to be used under the watch of the teacher or EA**

**All students and staff need to have a community mask readily available. Masks are to be worn when the staff or student leave the classroom outside of their bubble and must remain until they re-enter their classroom.**

**Teachers will be providing instruction on proper handwashing, hygiene and cough etiquette to all students. They will also be in control (or EA if present) of the hand sanitizer in the classroom.**

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Table 1**

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>

## 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 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  The only physical barrier required for our space will be Plexiglass installed at the main office desk.  Itinerant professional information in Return to School 2020 Document pg. 18 Community masks when unable to physical distance for staff members. (itinerant teachers, supply teachers and visiting professionals)	<b>In Progress</b>	<b>8/25/2020</b>
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).	Schedules to be provided by ESS for EA schedules	<b>In Progress</b>	<b>8/25/2020</b>
<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>	PPE is provided by the Department of Education	<b>In Progress</b>	<b>8/25/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>In Progress</b>	<b>8/25/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>In Progress</b>	<b>8/25/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>In Progress</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</p>	<p>Teaching and non-teaching staff members who are assigned supervision and workloads within other bubbles will be required to wear their non-medical mask and their plexiglass face shield when they are working within an assigned bubble.</p> <p><a href="#">Health Canada information on non-medical masks and face coverings</a></p> <p>Refer to Return to School 2020 Document – Appendix A</p> <p><a href="#">Community Mask poster</a></p>	<p><b>In Progress</b></p>	<p><b>8/25/2020</b></p>
--	--	---------------------------	-------------------------

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

**Every teacher will have a face shield available we will supply plexiglass “sneeze guards” as requested. Plexiglass screens will be available upon request and approval. The Office area reception desk will have a plexiglass barrier.**

**Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning the isolation room.**

**Safety glasses and goggles are available to staff who request them.**

**All teachers will have a face shield to wear when physical distancing cannot be maintained.**

**\*Community masks must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.**

**Students/staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks.**

**A personal plan will be developed for those students who cannot wear a mask due to health conditions or other exceptionalities.**

**We will have a supply of masks available for students or staff who forget them.**

## 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> Right to know, Right to participate and Right to Refuse <a href="#">Refer to Orientation</a>	<a href="#">In Progress</a>	Click or tap to enter a date.
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Email copy of the Return to School for District and Schools to staff members Door entry and dismissal (times) -Training attendance Checklist Schedules for recreation, lunches, and washrooms Bus protocols <a href="#">Refer to Orientation</a>	<b>In Progress</b>	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse</a> – <a href="#">Refer to Orientation</a> Slide and video	<b>In Progress</b>	Click or tap to enter a date.
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Meeting protocols School wide activities/events External agencies Visitor protocol Isolation room*  <a href="#">Refer to Orientation</a>	<b>In Progress</b>	Click or tap to enter a date.
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	PPE Community, medical masks and face shields Plexiglass dividers Cleaning supplies – monitoring of sanitizer  <a href="#">Refer to Orientation</a>	<b>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	JHSC members <a href="#">OHS Guide-JHSC</a>	<b>In Progress</b>	<b>8/26/2020</b>
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	Supervision schedules <a href="#">OHS Guide Topic-Supervision</a>	<b>In Progress</b>	<b>8/26/2020</b>
*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	<b>In Progress</b>	<b>8/26/2020</b>

**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

**We will be reviewing the orientation with all of our staff and will be discussing employee rights, protocol training, right to refuse process/vulnerable persons etc.**

**Our school Joint Health and Safety committee will be involved with the monthly reviews of this Operational Plan.**

**School Joint Health and Safety committee will be selected during the virtual orientation. It includes our administrative staff, custodian, phys.ed teacher and any other interested teachers.**



## 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> <p>Principal/vice principal will follow the orders of the Regional Public Health office</p> <p>Use of Isolation room as needed</p>	<b>In Progress</b>	<b>8/25/2020</b>
<p>Communicate to all staff the requirement to co-operate 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 ASDS Operational Plan Refer to Return to School 2020 Document – Appendix K</p> <p>Follow the guidelines of the Appendix K – Outbreak management</p>	<b>In Progress</b>	<b>8/25/2020</b>

## 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 13 - MENTAL HEALTH</b>			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <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> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a>	<b>In Progress</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

**We will be sharing mental health resources during our orientation. We will periodically make reminders to our staff regarding the importance of looking after their mental health and reminding them of the resources available.**

## 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 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15  Cafeteria will provide delivery of lunches to classrooms (ordered on online by parents/guardians) Breakfast and snack food will be supplied to classrooms for consumption within the bubbles. Lunch schedules -  <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>In Progress</b>	<b>8/25/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	Chartwells cafeteria CLASS after school program	<b>Not Started</b>	<b>8/25/2020</b>
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> District provides portable water bottles for temporary water stations where no water filling available.	<b>In Progress</b>	<b>8/25/2020</b>
Site Specific Considerations: <ul style="list-style-type: none"> <li>• After school program</li> <li>• Chartwell Cafeteria</li> <li>• ISD</li> <li>• Support staff</li> <li>• Outside agencies</li> <li>•</li> <li>•</li> </ul>	ISD – will have their designated room and will sanitize it as needed after working with students. Sanitization station will be provided. Students will be required to wear their masks in transition.  Itinerant support teachers – will use the room outside the library and will be responsible for sanitizing before and after use. (in between students) Masks are to be worn by children in transition.	<b>In Progress</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

**Regular water fountains will be turned off and signage will be posted (attached).**

**Students will be asked to bring water bottles from their homes.**

**Water stations for drinking bottles – We currently have three filling water stations available to classes.**

**Additional water bottle filling stations will be set up - locations that currently have water fountains without water bottle fillers will have temporary portable bottled water filling stations.**

**Classes will use the same area to fill their bottles except for the classes using the gym washrooms. These classes will use the water filling station next to the gym to fill their water bottles. Teachers/support staff will ensure that the lever on the portable station is sanitized before students fill their bottles (as a class).**