

## 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 Corner Elementary School
<b>Principal (Signature)</b>	
<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



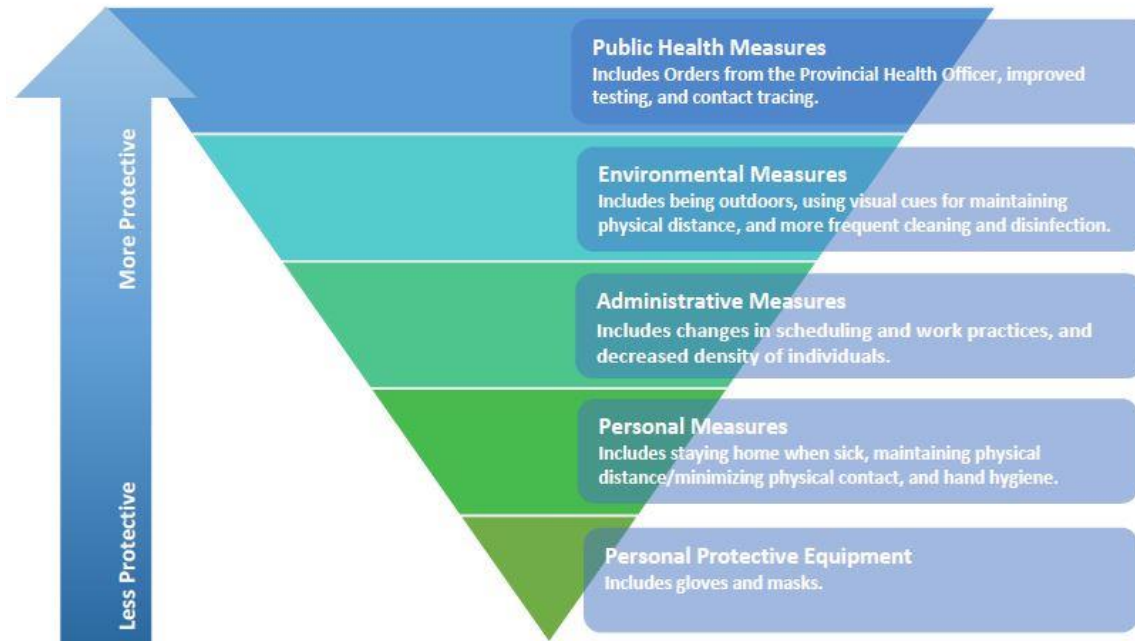
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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> (Will be send out at a later date)	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	Choose an item.	Click or tap to enter a date.
Communicate operational strategies to parent/caregiver and school community.	District Communications <a href="#">Refer to Guide for Parents and the Public</a>	Choose an item.	Click or tap to enter a date.

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

**Our school has provided Orientations to all principals/vice principals, staff, and students. Link to Training Attendance Sheets**

**Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review.**

**Our school has frequent communication via email to parents/caregivers – voicemails, website. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website**

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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 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>	Choose an item.	Click or tap to enter a date.

**Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*

**Our school has completed the above-mentioned risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. Link to schools completed Risk Assessment. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as 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>	Choose an item.	Click or tap to enter a date.
<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>	Choose an item.	Click or tap to enter a date.
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	Choose an item.	Click or tap to enter a date.

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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 communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in.

If a visitor is permitted to enter the school, they will hand sanitize, wear mask, go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school.

We will take student and staff attendance on-a-daily basis, anytime a student or staff leaves for the day for any reason they must sign out at reception.

Front Side of the school is where buses will pick up and drop off students. Students will go to their class picnic table and be met by the teacher when the bell rings at 8pm

Students will enter through one of the 5 assigned doors to each class.

Morning primary care dropoff will be in the dropoff area by the primary playground.  
Physical Distancing and mask will be worn when entering/exiting the school.

Signage at Access doors/ exits will be posted with COVID questions.

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>Choose an item.</p>	<p>Click or tap to enter a date.</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>Choose an item.</p>	<p>Click or tap to enter a date.</p>

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

**Parent will be called if symptoms occur.**

**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, they must put on a mask, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour) \*We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. The Isolation room (front conference room) must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.**

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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>	Choose an item.	Click or tap to enter a date.
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Choose an item.	Click or tap to enter a date.
Evaluate options to reduce the number of people required onsite.		Choose an item.	Click or tap to enter a date.
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>	Choose an item.	Click or tap to enter a date.

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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>	<p><a href="#">NB Reg 97-150</a></p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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>District Facilities (Maps)</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>

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

**Classrooms – Have been laid out to allow for as close to 1M Distancing as possible between desks. Extra furniture has been removed from classrooms. Library, Guidance Room, etc. Have all been modified to allow proper physical distancing and extra furniture has been removed.**

**Staff room CLOSED.**

**Washrooms –masks must be worn in washrooms if a child is not with their class bubble. If Johnny needs to make a quick trip to the washroom,**

**Hallway –traffic keep to right, follow marked lines close to wall- Directional arrows indicating flow/ traffic.**

**Offices - There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained or masks are worn.**

**Assemblies/Large Group activities – none to start up, possibly virtually**

**Evacuation Drills – We will stager the locations of our Muster Points so physical distancing can be maintained when outside of the school.**

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
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### Section 7 - TRANSITION TIMES

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 (*Guidance*)

Refer to Return to School 2020 Document Pg. 13, 14, 15

Choose an item.

Click or tap to enter a date.

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

**First 2 weeks, students enter the building and go straight to their classroom. Picnic tables have been built for each classroom bubble. After the 2 weeks,**

**3 staggered recesses for morning: 9:15 – 9:30 / 9:45 - 10:00 / 10:15 – 10:30 /**

**3 staggered noons: 1105-1130/1145-1210/1215-1240**

**Scheduled breaks for bathrooms for each class without a bathroom in room. No random movement without EA or teacher.**

**Washrooms – Masks must be worn in washrooms when students are not in their bubble.**

**Evacuation Drills – same as before We will stagger line ups Muster Points so physical distancing can be maintained when outside of the school. Stagger entry back into the class.**

**Dismissal to busses; will be called by class from picnic table to dismiss – must wear their mask to get on bus/car**

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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 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>	Choose an item.	Click or tap to enter a date.
<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	Choose an item.	Click or tap to enter a date.
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Choose an item.	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	Choose an item.	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Choose an item.	Click or tap to enter a date.

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

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**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. aside from the scheduled times**

**Buses will be cleaned as per the Bus Cleaning Protocol.**

**Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.**

**In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Cleaning & Disinfection Protocol.**

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

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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>	Choose an item.	Click or tap to enter a date.
<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>		Choose an item.	Click or tap to enter a date.
<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>	Choose an item.	Click or tap to enter a date.
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	Choose an item.	Click or tap to enter a date.

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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>Choose an item.</p>	<p>Click or tap to enter a date.</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 a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 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.**

**All staff and students are required to have a mask readily available.**

### 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	Choose an item.	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).		Choose an item.	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>		Choose an item.	Click or tap to enter a date.
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	Choose an item.	Click or tap to enter a date.
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	Choose an item.	Click or tap to enter a date.
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	Choose an item.	Click or tap to enter a date.
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>	Choose an item.	Click or tap to enter a date.

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

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Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception areas will all have plexiglass barriers.

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

Safety Glasses and Goggles are available to staff who request them.

All teachers will wear a mask at all times when not in their bubble. Note\* Community mask 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.

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

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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 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>	Choose an item.	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.	<a href="#">Refer to Orientation</a>	Choose an item.	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	Choose an item.	Click or tap to enter a date.
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Choose an item.	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.	<a href="#">Refer to Orientation</a>	Choose an item.	Click or tap to enter a date.
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>	Choose an item.	Click or tap to enter a date.
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>	Choose an item.	Click or tap to enter a date.

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<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p>Choose an item.</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.*

**We have reviewed the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.**

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

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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 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>	Choose an item.	Click or tap to enter a date.
<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>	Choose an item.	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management 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 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>	Choose an item.	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

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 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	Choose an item.	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		Choose an item.	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>	Choose an item.	Click or tap to enter a date.



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

**When we hold our provided lunches, we will ensure that persons serving the food wear gloves and a community mask. Students/staff will not serve themselves.**

**Hot lunches purchased will be delivered to the outside doors and picked up by a designated staff member.**

**Classes will have a person designated to pick up lunches for the class.**

**We do not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.**

**We have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.**