

## 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 Middle School
<b>Principal (Signature)</b>	Robin Baird
<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



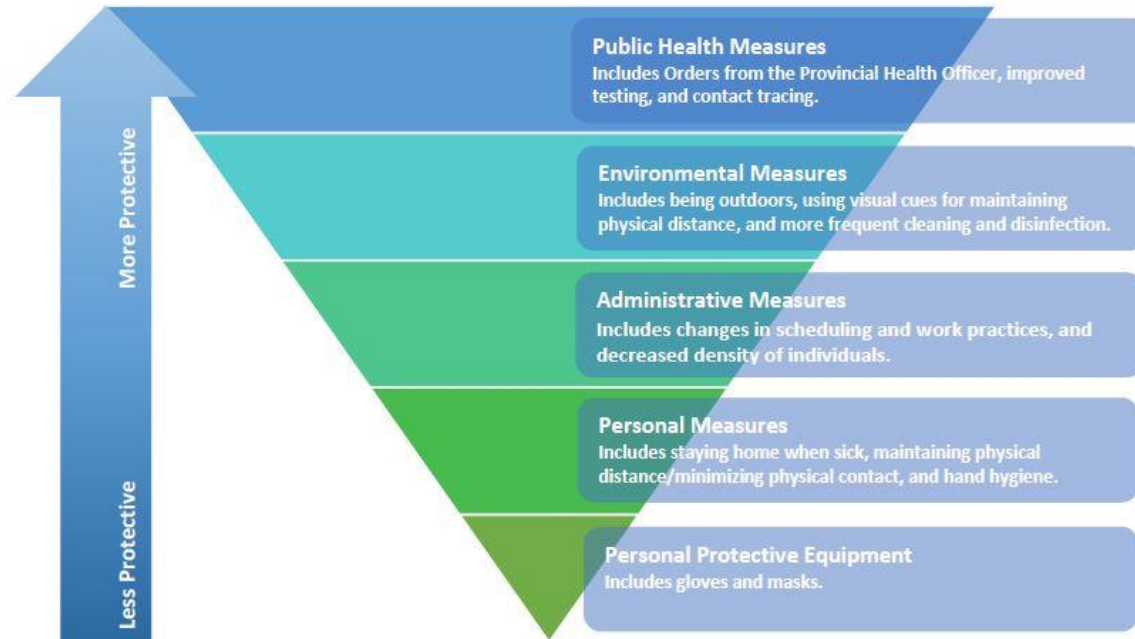
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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 <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> <i>(Will be send out at a later date)</i>	<b>In Progress</b>	<b>8/31/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>In Progress</b>	<b>8/31/2020</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>9/4/2020</b>

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

**We will continue to maintain regular communication with families through School Connects (voicemail and email), as well as through our [school website](#) and [Home and School Facebook page](#). Orientation on the Operational plan will be completed for all staff and students. Our Operational Plan will be posted 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>	Done	8/24/2020

**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.**

[Click here for COVID-19 Risk Assessment Questions for Schools](#)

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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>In Progress</b>	<b>8/31/2020</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>In Progress</b>	<b>8/26/2020</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>9/8/2020</b>

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

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-During morning arrival for bus students, the students will be masked and will enter the front left door (door will be marked) inside there will be marks on the floor to indicate 2m distance to help promote social distance practices.

-During morning arrival for students who are being dropped off by parents, students will be dropped in the rear drop off zone (this is the same drop off area as prior years) they will enter the cafeteria door. Physical distancing will be observed, and masks will be required until the students reach their homeroom.

-Doors will be locked during the school day. There will be a sign with the office phone number on the front door. People who want access to the building or who need to drop off something for their student will have to call in.

If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Visitors will hand sanitize after signing in. 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.

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></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></p>



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<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>In Progress</b></p>	<p><b>8/31/2020</b></p>
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**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 have 2 or more symptoms, 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. Children who develop 2 or more symptoms at school will isolate in the main lobby with a medical mask which will be provided and maintain a 2m distance until picked up by a guardian \*note symptomatic students are not able to be sent on the school bus or public transit.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p><a href="#">Refer to Chartwells Operational Plan</a></p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p><b>In Progress</b></p>	<p><b>9/4/2020</b></p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
<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><a href="#">Refer to sample signage</a></p>	<p><b>In Progress</b></p>	<p><b>8/31/2020</b></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><a href="#">NB Reg 97-150</a></p>	<p><b>In Progress</b></p>	<p><b>9/18/2020</b></p>

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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.	District Facilities (Maps)	In Progress	9/18/2020
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**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

**Students will be bubbled with their homeroom group for the school day. When not in the classroom they will mask until they reach the destination (gym, music room, outside recess). Teachers will travel to the homeroom group.**

**Lunch:** There are 21 homerooms the first 10 will go outside for noon break at 11:50 and come in to eat at 12:10. The remaining 11 will eat at 11:50 and go out for noon break at 12:10. Students will remain in their class bubbles on the playground.

**Elevator will be for one person at a time unless an assistant is required, mask will be worn. Signage will reflect this.**

**Staffroom: Upstairs: Heating stations (three available at a time), Maximum 12 staff can be seated to eat at one time. Tables will be sanitized after eating. Downstairs: 5 staff at a time can be seated to eat at one time. Tables will be sanitized after eating. Signage will reflect these limits.**

**Change rooms: Will be limited to class bubble one change room per class.**

**Guidance room: Will be limited to 5 students at a time.**

**Meeting rooms: Chairs will reduced in all meeting rooms to reflect physical distance protocols.**

**Cafeteria: To start the cafeteria will not be used for eating. Students may pre-order their lunch and it will be delivered to their classroom.**

**Lockers: will not be used at start up. This will be reevaluated before winter.**

**Volunteers to school will receive the orientation document on physical distancing and will be required to wear a mask in common areas.**

**Furniture arrangement: In the main office and library chairs will be removed to respect physical distancing.**

**Visual cues will be in place on the lobby floor to promote physical distancing, Hallways are large enough to be multidirectional students will follow the coloured tile always keeping to the right.**

**Centre stairwell will be to go up to the third floor only. Stairwells at end of gr 7 wing and grade 8 wing will be to go down only. There will be posters/floor markings outlining this. Stairwell in office will be an up only.**

**Plexiglass barriers will be installed in the main office, admin offices, guidance office, library.**

**School wide events will be held virtually.**

**Evacuation drills will be held as normal, once students are safe they will maintain their class bubble in their mandated space.**

**School directional map will be provided (see attached)**

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

**In Progress**

**9/4/2020**

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

**Week one:** Staggered entry Tuesday grade 8 will attend, Wednesday grade 7 will attend, Thursday grade 6 will attend, Friday all students will attend.

**Week two and going forward am:** bus students will be dropped off at the front of the building and they will enter the front left hand door that will be marked enter only. They will remain masked and go directly to their homeroom. Students who are being driven will be dropped off in the rear drop off zone they will enter the cafeteria door (enter only) remain masked until they arrive in their homeroom.

Bell schedule:

#### **Bell schedule 2020-2021 Sussex Middle School**

**8:30                      Announcements and national anthem**

**8:35-9:35      1              Period 1**

**9:35-10:35    2              Period 2**

**10:35-10:50   Break   Nutrition break [Bell rings at 10:48 so that students will be in class by 10:50.]**

**10:50-11:50   3              Period 3**

**11:50-12:20   Lunch   lunch**

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**12:30-1:30    4    Period 4**

**1:30-2:30    5    Period 5**

<b>Action Items</b>	<b>Resources</b> <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	<b>Status</b> <i>(Done, In Progress, Not Started, N/A)</i>	<b>Date Implemented</b>
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Section 8 - CLEANING AND DISINFECTION PROCEDURES			
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>In Progress</b>	<b>8/31/2020</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>9/8/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>In Progress</b>	<b>9/8/2020</b>
Implement Outbreak Management Plan when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>In Progress</b>	<b>9/8/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>In Progress</b>	<b>9/8/2020</b>

**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.

Masks are required when using washrooms.

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>	<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>In Progress</b>	<b>8/31/2020</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>In Progress</b>	<b>8/31/2020</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>8/31/2020</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>8/31/2020</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 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 community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.**

**Age appropriate education to be provided to students and reminders given regarding frequency of handwashing will be given. Hand sanitization stations will be located at entrances and in common areas.**

**Table 1**

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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>In Progress</b>	<b>8/31/2020</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).		<b>In Progress</b>	<b>8/31/2020</b>

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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>In Progress</b>	<b>8/31/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>In Progress</b>	<b>8/31/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>In Progress</b>	<b>8/31/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>In Progress</b>	<b>8/31/2020</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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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 have a face shield to wear when physical distancing cannot be maintained. 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.

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 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> <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</a> – <a href="#">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.

## 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>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.**

## 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>	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.

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

**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.**

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

## Risk Mitigation Tool for schools operating during the COVID-19 Pandemic

**Objective:** This tool will assist schools to assess risks during the coronavirus disease (COVID-19) pandemic.

**Directions:**

Answer each question 1-by-1 by selecting the Risk Level of low, **medium**, high, or N/A (*before any controls are in place*) from the drop down list in column 1. It is *recommended* to complete this as a group so there are views from more than one person on whether an item is low-medium-high.

Risk Questions	Column 1: Risk Level <u>without</u> controls in place	Column 2: Controls added to Operational Plan? Yes/No	Column 3: Risk Level <u>with</u> controls in place	Comments
<b>GENERAL</b>				
What is the risk if unable to physically distance;				
when outside of the building ( <i>exiting busses, recess</i> )	Medium	Yes	Low	We will be masking during bus loading. We will be remaining only in our class bubbles when outside for recess.
when inside of the building ( <i>classrooms, lunchrooms, lockers</i> )	High	Yes	Low	When inside classrooms we will try to social distance one metre. We will remain in classroom bubbles, teachers will travel students will remain in one class as much as possible. Outside of classrooms students and staff will mask. Lockers
while in entrance/exit doorways	High	Yes	Low	During morning arrival for bus students the students will be masked and will enter the front left door (door will be marked) inside there will be marks on the floor to indicate 2m distance to help promote social distance practices.
when using narrow hallways	N/A	N/A	N/A	
when using narrow stairways	High	Yes	Low	End of wing stairwells will be one directional going down only) The main stairwells will be for going up only. Signage on floors will indicate this.
when using furniture	High	Yes	Low	Furniture will be sanitized as per directive from OHS. Custodial staff, teachers and students will all be responsible for making sure this is done.
when inside washrooms	High	Yes	Low	Students and staff will mask while in the washrooms. In the student main washrooms there will be a limit of 4 students at a time. Signs will indicate this.
What is the risk if the public/visitors are able to freely access the building?	High	Yes	Low	Doors will be locked during the school day. There will be a sign with the office phone number on the front door. People who want access to the building will have to call in.
What is the risk if unable to track persons who have been in the school?	High	Yes	Low	Visitors will be required to sign in when they come into the building. Staff will be required to sign in. Student attendance will be taken by period.
What is the risk if applicable persons do not learn the school specific physical distancing requirements? ( <i>students, staff, visitors, contractors, etc.</i> )	High	Yes	Low	All people in the school will receive orientation with respect to physical distancing practices. Signage will be posted in lobby and throughout the building to remind people of the safe practices.
What is the risk if frequently touched surfaces are not being cleaned adequately? ( <i>counters, door knobs, phones, common area pen</i> )	High	Yes	Low	Frequently touched surfaces will be cleaned frequently by staff.
What is the risk if there are not enough washrooms in the building?	N/A	N/A	N/A	

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

What is the risk if common areas are not being cleaned adequately? ( <i>washrooms, classrooms, science, art, library, cafeteria, etc.</i> )	High	Yes	Low	Common areas will be cleaned as per the Health and safety guidelines. All staff will monitor and alert custodial staff if there is an area that needs attended to.
What is the risk if soap, water, and paper towels is not available?	High	Yes	Low	Staff and students will monitor the washroom areas and will alert the custodial staff if the area needs attended to.
What is the risk if hand sanitizer is not available?	High	Yes	Low	Hand sanitizer will be provided when handwashing is not available. Sanitizer will be available at entrances. Staff and students will monitor and alert if needs replenishing.
What is the risk if adequate ventilation is not possible?	N/A	N/A	N/A	
<b>SCREENING</b>				
What is the risk if persons are not aware of the need to stay home if feeling ill or have symptoms of COVID-19?	High	Yes	Low	All people who enter the building will pre-screen for Covid symptoms. Pre-screening questions will be provided to staff, students and volunteers. Signage will be on all of the entrance doors.
What is the risk if persons are not aware of what to do if not feeling well while at the school?	High	Yes	Low	If any person is not well at school they will put on a mask, isolate themselves(2m distance) and go home as soon as possible.
What is the risk of not separating sick children from others? ( <i>isolation room, space, or area</i> )	High	Yes	Low	Children who may be sick will isolate in the main lobby with a mask and maintain a 2m distance until picked up by a guardian.
<b>VULNERABLE POPULATION</b>				
What is the risk if persons with a compromised immune system, chronic medical condition, or are over the age of 65 enter the building, and Operational Plan elements are not in place? ( <i>Refer to Policy 704 for students</i> )	High	Yes	Low	Refer to operational plan.
<b>PERSONAL PREVENTATIVE PRACTICES</b>				
What is the risk if people are unaware of proper handwashing/hand hygiene practices?	High	Yes	Low	Proper handwashing techniques will be reviewed with staff and students. Signage will be present to reinforce these.
What is the risk if people are unaware of proper respiratory etiquette?	High	Yes	Low	Staff and students will be taught the proper techniques and signage will be present to reinforce these skills.
What is the risk if people are unaware of when and how to wear community mask?	High	Yes	Low	Staff and students will be taught the proper techniques and signage will be present to reinforce these skills.
What is the risk if staff are unaware of where to find personal protective equipment?	High	Yes	Low	Staff will be made aware of how to access PPE.
What is the risk if staff are not trained on the appropriate use and care of personal protective equipment and the sequence for putting it on and taking it off.	High	Yes	Low	Staff and students will be taught the proper techniques and signage will be present to reinforce these skills.

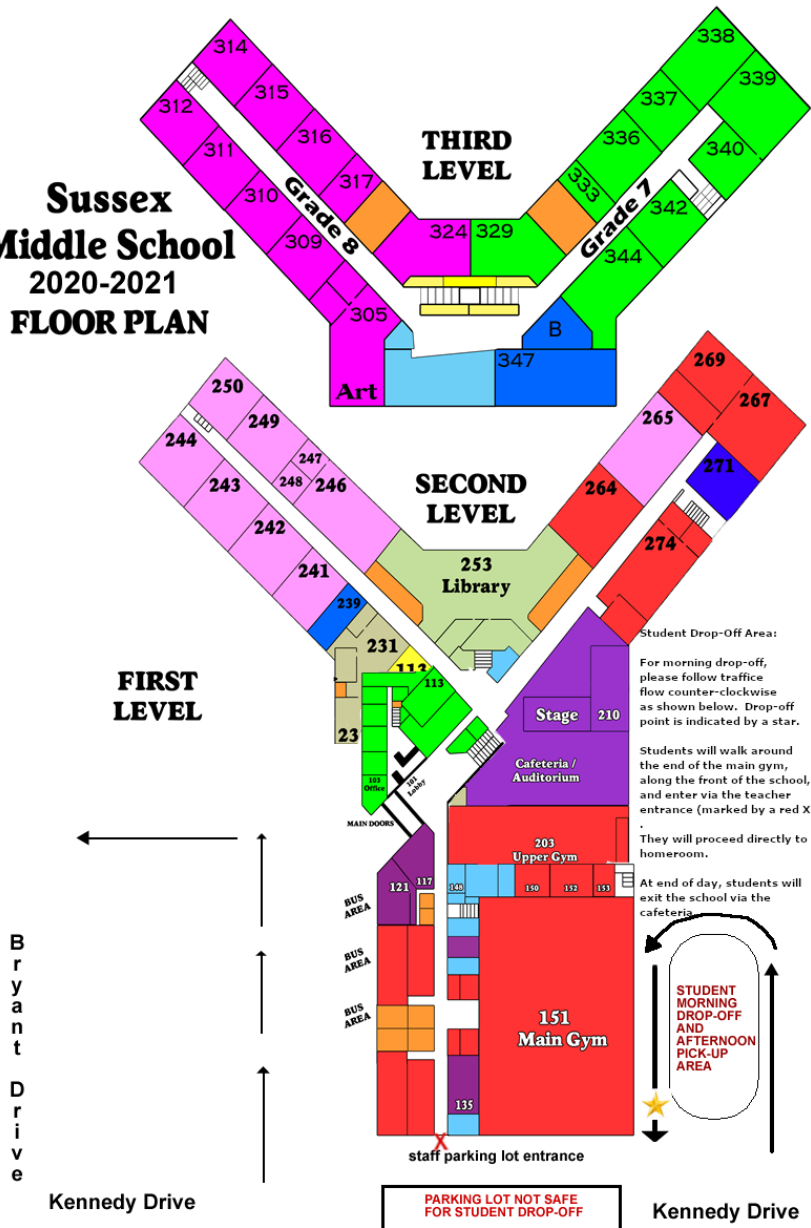
## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<b>COMMUNICATION</b>				
What is the risk if people do not receive reminders regarding health measures? (e.g., frequent hand hygiene, avoid touching the face, respiratory etiquette, clean and disinfect frequently touched surfaces with approved products)	High	Yes	Low	Staff and students will be taught the proper techniques and signage will be present to reinforce these skills.
What is the risk if staff do not have access to Occupational Health & Safety Act & Regulation information. Ex: right to refuse.	High	Yes	Low	District and EECD has provided direction to all employees regarding this.
<b>EMERGENCY PREPAREDNESS AND RESPONSE</b>				
What is the risk if people are not prepared or aware of emergency procedures in the building (fire, lockdown, medical)	High	Yes	Low	During any emergency the first priority will be the safe exit of staff and students from the building. Once safety has been reached students will rejoin their bubble classes.
What is the risk if people do not know how to react in an outbreak situation of Covid-19?	High	Yes	Low	Public health and WHS guidelines will be communicated and followed.
<b>GRADES 9-12</b>				
What is the risk if 1 metre physical distancing within classrooms is not being met?	N/A	N/A	N/A	
<b>OTHER (Insert any additional risks specific to your location that will need to be addressed)</b>				

SPACE	FREQUENCY	PERSON(S) RESPONSIBLE
<i>This is a guideline, each school should adjust it to meet their specific requirements.</i>		
Plexiglass Barriers	Before each use	Custodian
Door handles/knobs/push bars/light switches/elevator button/stairway railings/water fountain buttons/etc.	2x/day	Custodian
Mail and delivery space	1x/day	User
Photocopy area	Before each use	User
Washrooms	3x / day	Custodian
Meeting room	Before each use	User
Staffroom frequently touched surfaces	2 x / day	Custodian
Isolation Room/Area	After each visit	Custodian
Class room	1x/day (after class)	Custodian
	Between classes if different	Teacher/EA
Toys	Before each use	Teacher/EA
Desks/Chairs	Before each use	Custodian
Playground	Wash Hands Before/After use	Student/teacher/EA
Gymnasium	1x/day	Custodian
Gym Equipment	Before each use	Teacher/student
Auditorium	Before each use	Custodian
Library	After each use	User
Cafeteria	2x/day	Custodian/user
	TBD	Cafeteria Staff
Work Shop (garage, kitchen, wood), science class	Before each use	Teacher/Student
Music class/Art Class Equipment	Before each use	User
Computer Laboratory	Before each use	User
Vehicle <i>*Keep windows open if possible</i>	Before each use	User
School Bus	2X/day	Bus Driver
External Organizations (Boys & Girls Club, Sistema)	Equal or more stringent than schools	User
<b>PERSONAL SPACE</b>		
Office/cubicle - personal items i.e chair, phone, etc.	1x/day or as needed	User
Personal locker	1x/day or as needed	User
Equipment used by children with special needs	Before/After each use	Teacher/EA
<b>COVID-19 CONTAMINATED AREA</b>		
COVID-19 Contaminated area	As directed by Public Health	Outbreak trained custodian



**Sussex Middle School  
2020-2021  
FLOOR PLAN**



Sussex Middle School Outdoor Supervision Stations 2020-2021





## APPENDIX E: MUSIC EDUCATION DIRECTIVES

September 1, 2020

The following guidelines apply to music education and the use of music as a pedagogical tool in the classroom. Guidance for extra-curricular music activities (choir, band, orchestra, musical theatre, dance) will be provided at a later date.

The Department of Education and Early Childhood Development recognizes the positive effect of music on the social and emotional well-being of students, as well as the pedagogical impact on language and cognitive development.

Wind instruments and singing will be permitted provided the duration of these activities is limited to 30 minutes or less and that health and safety measures are applied (physical distancing, increased cleaning and disinfection).

### Music classes

- It is recommended that music classes take place in outdoor areas whenever possible, weather permitting. When weather prevents outdoor participation, music rooms, theaters, gymnasiums, auditoriums and alternative spaces may be used provided all health and safety measures are applied (physical distancing, enhanced cleaning and disinfection).
- Kindergarten to Grade 8 students will participate in the music class within their class grouping and maintain a physical distance of two (2) metres from other groups. Proper hand sanitization is required before entering and leaving the music class room unless it takes place in the regular classroom.
- Kindergarten to Grade 8 students can sing with their class group indoors when the weather prevents outdoor participation. Singing softly at a physical distance of two (2) metres is encouraged, even within a class group. Students should be arranged so that they are not directly facing each other.
- As with any other materials shared within a group class, musical materials, with the exception of wind instruments, can be used by all students in the class but should be cleaned and disinfected at the end of the day. For materials shared between class groups, the musical equipment must be cleaned and disinfected by the students under the supervision of the music educator before another class group can use it. If it cannot be cleaned and disinfected, the material in question should not be made available for common use. See the Wind Instruments section for instructions on cleaning and sharing these.
- The use of markings is recommended (e.g. floor tape, hula hoops, cones, etc.) and general signage is required to indicate where students can sit, stand and participate according to physical distancing guidelines.
- The sharing of musical instruments is allowed except for wind instruments (see section Wind instruments), with cleaning and disinfection between each user. Proper hand sanitization is required before entering and leaving the music class room, the auditorium or any other space.
- It is recommended that students in Grades 9 to 12 sing outdoors, weather permitting, or in large spaces to ensure physical distancing of two (2) metres from students and staff. Singing softly is also encouraged. Students should be arranged so that they are not directly across from each other. Forming smaller groups may be necessary to ensure singing at a safe distance.

## APPENDIX E: MUSIC EDUCATION DIRECTIVES

September 1, 2020

- Music educators who teach several groups of students of all grade levels in the same school must ensure that they maintain a physical distance of one (1) metre in the classroom. When the music educator teaches in more than one school, the distance of two (2) metres is required (see Appendix A – Use of Community Mask).
- It is important that all music educators implement a variety of educational approaches to ensure quality music instruction in a safe environment, for example:
  - Incorporate cross curricular and prioritized curriculum documents;
  - Offer educational outcomes with flexibility to be taught at school or remotely;
  - Include more educational scenarios focused on music appreciation, music theory and musical creation; and
  - Incorporate instruments that are lower risk (e.g. percussion or string instruments) into musical activities.
- Sheet music, song lyrics and other printed materials should be provided to each student for them to keep or projected for the entire classroom to see. Handling of shared material should be kept to a minimum.

### Music as a pedagogical tool

- Kindergarten to Grade 8 students are permitted to sing with their class grouping indoors when the weather prevents outdoor participation.
- Singing softly at a physical distance of two (2) metres is encouraged, even within a class group.

### Wind instruments

- The use of wind instruments will generally be permitted if all health and safety protection measures are observed (physical distancing, increased cleaning and disinfection).
- Considering the amount of time required to clean wind instruments, an instrument should be loaned to one student at a time for a period of several weeks (time block). This instrument should then be cleaned under the supervision of the music educator before being loaned to another student.
- Additional details will be provided to the schools and music educators concerned as to the respective cleaning method to follow for each wind instrument.
- Students should be arranged so that they are not directly facing each other.
- Students should maintain a physical distance of at least two (2) metres (including instrument) and ideally four (4) metres when possible when using a wind instrument or participating in other musical activities. The duration of instrument activities should be limited to 30 minutes.
- If distancing and cleaning measures cannot be followed, wind instruments will not be permitted for use.