

## 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>	Rothesay High 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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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated

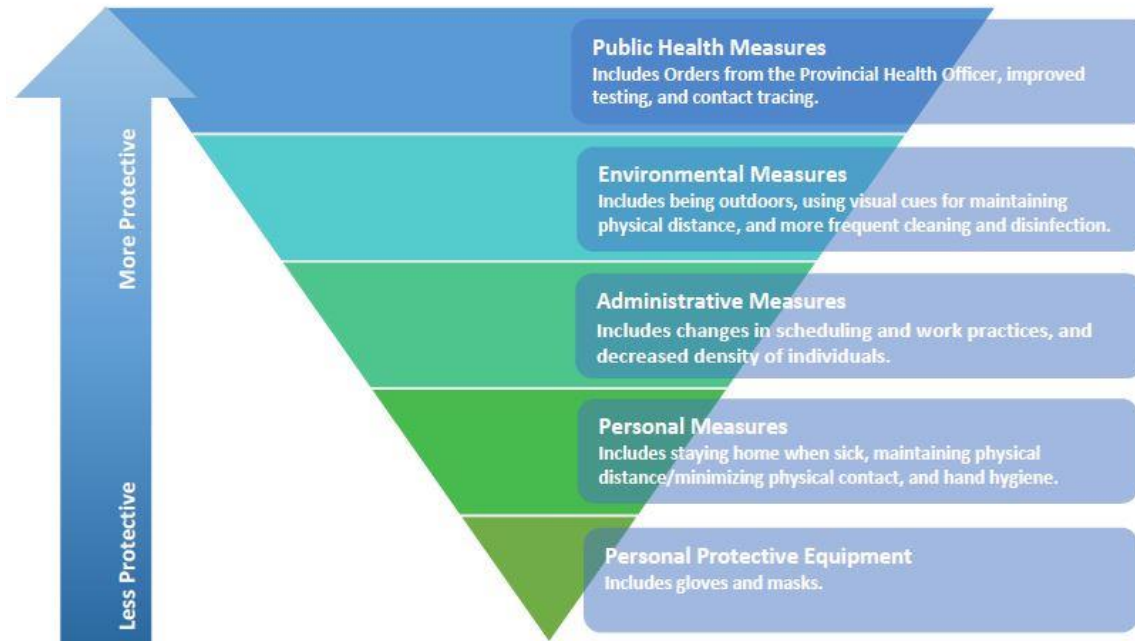
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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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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</u> and Students <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>8/31/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>8/26/2020</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>9/3/2020</b>

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

**Staff will be e-mailed a copy on August 28 in the morning. It will be reviewed and questions answered on August 31<sup>st</sup>, 2020. E.A.'s will be briefed on Sept 4<sup>th</sup>, 2020. All staff will view the orientation for staff by the end of day Sept 4, 2020.**

**Students will be briefed on their first day of school and the plan will be posted to the school website for their review on Sept 3. All students will view a COVID orientation on their first day of school – for students that will be in homeroom groups.**

**Parents will be briefed on the highlights via voicemail and e-mail on Sept 3, 2020 and the full plan will be viewable on our website from Sept 3, 2020.**

**Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review and it will be posted on our website.**

**Our school has frequent communication via email to parents/caregivers. 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 – [www.rothesayhigh.ca](http://www.rothesayhigh.ca)**

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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.*

[2020 July 2 DRAFT COVID-19 Risk Assessment Questions for Rothesay High.xlsx](#)

**Most protocols described in this Risk Assessment are reliant on regular education. We will create infographics and videos to help students remember the masks, sanitizing and distancing requirements.**

**For staff and visitors regular reminders will be made by the admin team, signage in common areas and additions to the regular staff/school newsletter.**

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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 - RHS Edit</a>	<b>Done</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 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>Visitor Log at Main Office. (Contact details required) Student &amp; Staff Entry &amp; Exit Log at Main Office (Details not required)</p> <p><a href="#">Refer to Administrative Assistant 1-Pager - Printed for office staff.</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	<b>In Progress</b>	
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	<b>Done</b>	<b>8/24/2020</b>

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

### **ARRIVAL AND DISMISSAL**

All external doors will be locked and entry will only be permitted via the main front doors during school hours. (Arrival and Dismissal are the exceptions to this rule – see below)

During drop off/pick up – students being dropped by their parents can enter via the gym entrance and exit by the same doors.

Student drivers can enter by the side door nearest to the student parking lot and exit by the same doors.

Bussed students will enter via the Main Doors and exit by the same doors at dismissal.

### **VISITORS**

Visitors will have to use the call button and will speak to the admin assistant to be screened prior to entry. Where possible items will be left outside rather than have many people enter the building. Visitors will need to sign in and leave their contact details in the event of a public health inquiry into an outbreak.

### **STAFF & STUDENTS**

Staff and students who leave during instructional hours (excluding lunch) will be asked to sign in/out at the office. This will allow the office to know who is in the building should an emergency evacuation or lock down be held. It will also serve as an additional source of information should contact tracing be required.

### **SPORTS/EXTRA-CURRICULAR ACTIVITIES**

Schedules will be kept by the office and Athletic Director with one team contact from the opposition listed in the event of a public health inquiry. Will work with ASD-S schools to create protocols that are shared. Will ask for a team contact for every visiting team for contact tracing purposes. NBIAA to set out parameters for schools across the province.

### **SIGNAGE**

Visitors guidelines and screening protocols will be at each entrance. Mandatory Masks signs will be posted everywhere in the school to serve as a reminder.



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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 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>To be reviewed in all start of school communication and followed up weekly in newsletter.</p>	<b>In Progress</b>	<b>8/31/2020</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>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>8/24/2020</b>

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

**Self Isolation Space** = First Aid Office within the Main Office. Spare masks are inside, tissues, sanitizer. *Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.*

**Screening Protocols** – will be itemized in August 25 communication to home and will be at the bottom of weekly newsletters. The expectations will also be posted on an infographic that will scroll through our home page at rothesayhigh.ca (Student screening occurs at home and will be a constant item for reminders in homeroom calls)

**For staff** – We will relay the importance of staying home when showing symptoms and the importance of self-monitoring at all times. This may be a discussion with individual staff when non-compliance occurs and human resources may be contacted. Signage will be placed at each entrance point to serve as reminders.

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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, etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	<b>In Progress</b>	<b>9/2/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>8/24/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/24/2020</b>

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Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	<a href="#">Refer to sample signage</a>	<b>In Progress</b>	<b>8/24/2020</b>
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.	<a href="#">NB Reg 97-150</a>	<b>Not Started</b>	<b>9/14/2020</b>
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)	<b>In Progress</b>	<b>8/24/2020</b>

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

**Students** – Last names A-K will attend Mon/Wed, Last names L-Z will attend Tues/Thurs. The two groups will alternate Fridays. (A schedule will appear on our website and will be sent via voicemail and e-mail to parents weekly.

**Assemblies/Announcements** – will be done by use of videos, P.A. system or visits to individual classes.

**Classrooms** – a maximum of 18 desks will remain in use and will be placed 1m apart minimum. The teacher will assign seats to each student and these will remain their seats throughout the quarter/semester/year. At lunch a maximum capacity of 15 students in any classroom will be strictly enforced.

**Cafetorium** – tables and chairs will be labelled with locations where students may sit and extra tables/chairs will be removed.

**Lockers** – Students will be assigned lockers by their homeroom teachers – alternating between early alphabet last names and late alphabet names to increase the distance between students using their lockers. Lockers will be allowed to be accessed first thing in the morning, at lunch and at the end of the day. Duty teachers will monitor the wearing of masks and the quick movement out of the hallways.

**Locker Rooms** – We will make use of both spaces available to us – alternating between periods which side is in use. The doors are to be labelled and locked accordingly.

**Washrooms** will be labelled on the exterior as to the capacity. Due to low capacity students will be allowed to go to the washroom during class time but may only leave their class one person at a time and they must wear their masks in the hallways. Markings will be made on the floor as to where to stand if a waiting period is required.

For semester 1, or until protocols can be relaxed the workout space will be closed.

Storage areas will be used as much as possible for the storage of furniture but some unused furniture will remain in classrooms.

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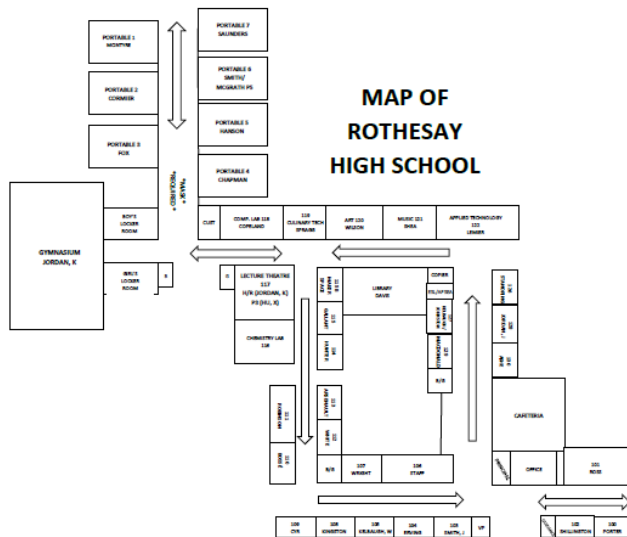
Markings, arrows and signage will be prominent throughout the building.

We will use a one way system within the main part of our building but we recognize two bottle-necks around the entrance to the portables and the corner around the main office. These two locations will be monitored by the Principal and Vice Principal during the first two weeks to determine if a staggered exit from these classrooms is required.

Staffroom – will be reduced to a maximum of 10 people in the large seating areas. The only staff approved to eat in this space are the Educational Assistants and only when 2m physical distancing is possible. Seats have been designated with red tape. Teaching staff will be asked to eat in their classrooms. They may use the staffroom for photocopying and work during their preparation periods.

Reception – On staff only days reception will remain open and staff will be asked to enter 1 person at a time. If they wish to speak to Patti they should do so behind the plexiglass divider. When students are on site we will make use of the plexiglass window to reduce movement in the office. Should they require entrance to the office they will be invited inside by the secretary. Masks are mandatory.

Evacuation plans will remain the same. Upon re-entry students will practice physical distancing of 2m especially if they are not wearing a mask and will hand sanitise once they have arrived back in their classrooms.



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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 7 - TRANSITION TIMES</b>			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  Refer to Return to School 2020 Document Pg. 13, 14, 15  See Bell Schedule on school website.	<b>Done</b>	<b>8/24/2020</b>

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

We will have 5-minute break between classes only. We have allowed for a homeroom session daily to allow for a break to eat, drink, and complete social emotional learning content. At the most these groups should have only about 8-10 students in a room which should allow for 2 metre distancing while eating. Seats will be assigned and cleaning protocols followed.

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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="#">RHS Cleaning Protocols</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. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/24/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>Done</b>	<b>8/24/2020</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>8/31/2020</b>
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.*

By Aug 31 - Describe the kit in each classroom and the special plans for specific spaces here – teachers to submit their plans to me in August 31 by the end of the day. Using 362 cleaning product in classrooms – WHMIS forms viewed and signed by all staff.

By Sept 3 – We will follow Appendix K for any outbreak cleaning.

Hand cleaning posters have been posted in all washrooms.

Custodians will check washroom supplies when cleaning to ensure they are fully stocked.

Masks are required in all common spaces including washrooms.

Cleaning of washrooms, changerooms, and commonly touched surfaces including the vending machines and door knobs will be done 3 times per day.

We will open windows whenever possible and work with facilities to address any ventilation issues.

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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>9/4/2020</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>9/4/2020</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>9/4/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>In Progress</b>	<b>9/4/2020</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>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. Custodians will dilute and refill bottles. Bottles will be in each classroom and in high traffic areas.

Each classroom will have a bottle of hand sanitizer and there will be hand sanitizer beside the vending machines.

All staff and students are required to have a community mask readily available. Masks are to be worn by staff, students and visitors when outside the classroom.

**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>

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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 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>	Click or tap to enter a date.
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>N/A</b>	Click or tap to enter a date.
<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>Done</b>	<b>8/24/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>8/24/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>Done</b>	<b>8/24/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</b>	<b>8/24/2020</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>Done</b>	<b>8/24/2020</b>

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

Every teacher will have a face shield (this can be worn IN ADDITION to their community face mask when physical distancing is not possible) and will be provided a table-top plexiglass barrier upon request. The Main Office will make use of a plexiglass barrier but we have also installed a plexiglass window for high traffic times to reduce the exposure of the admin assistants to droplets.

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

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

Students or staff who are feeling unwell at school will be provided a medical mask to wear – this will be disposed of after use.

The office will maintain a stock of masks for use when students lose or forget a mask. We will also insist that students keep a stock of disposable masks in their locker for the same reason,

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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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><b>Not Started</b></p>	<p>Click or tap to enter a date.</p>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

Reviewed the orientation with staff, discussed employee rights, protocol training, right to refuse and vulnerable persons paperwork.

Our school Joint Health and Safety Committee will review the plan monthly. The PSSC will review the plan monthly. The Admin team will review the plan weekly.

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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>	<b>In Progress</b>	<b>8/25/2020</b>
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>In Progress</b>	<b>8/25/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We reviewed the outbreak management plan with our staff during orientation. All stakeholders are aware that public health will take the lead in the event of an outbreak. We will follow the ASD-S Outbreak 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 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>Done</b>	<b>8/31/2020</b>

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

Shared details about contacting the HR department – Natalie Worth for EAP supports and also mentioned the NBTA counselors.



## 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  <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>In Progress</b>	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Not Started</b>	Click or tap to enter a date.
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Insert Water Bottle Signs</a>	<b>In Progress</b>	Click or tap to enter a date.
Site Specific Considerations: <ul style="list-style-type: none"> <li>• Breakfast Food Program</li> <li>• Snacks for students suffering from food insecurity</li> </ul>		<b>In Progress</b>	Click or tap to enter a date.

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

We will provide only food that is in packaging and the fruit provided will be oranges and bananas. Our breakfast program will provide individual cereal packages, 250ml milk.

Vending machines will be cleaned 2 times a day.