

## 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>	Quispamsis 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



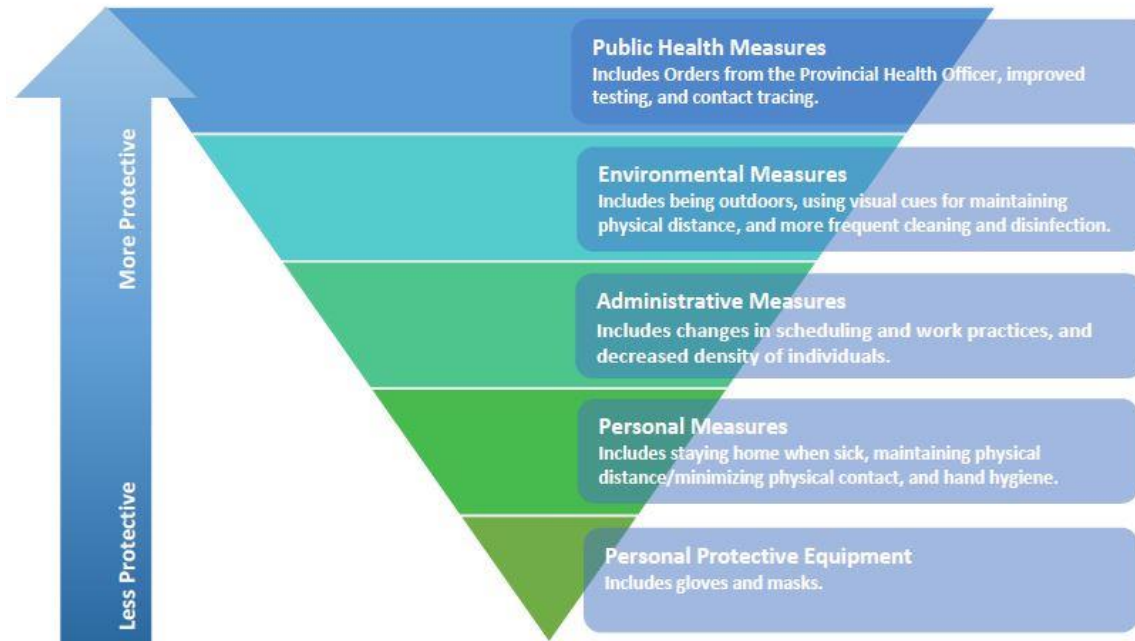
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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 <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>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>8/31/2020</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>	Click or tap to enter a date.

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

**Our school will provide orientations to all staff and students.**

**Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review upon entry to our school. See visitor sign in and guidelines below.**



COVID-19 Visitor  
Guidelines\_UPDATED.1

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS



QES Visitor Log.pdf

Our school has frequent communication via email to parents/caregivers. EECD's return to school plan and standard letter home to parents was issued by ASD-S on August 7<sup>th</sup>, 2020. Further information about school procedures and processes have been sent to families via email messages during the weeks of August 17, 24, and 31<sup>st</sup>. On September 3, a copy of our Operational plan will be made available to all stakeholders. During the week of August 31<sup>st</sup>, all staff will receive an orientation of our Operational plan. Students will receive an orientation during the first week of school by their classroom teachers. Families will be encouraged to review our operational plan with their children prior to the commencement of school on September 8<sup>th</sup>. 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 .  
<http://web1.nbed.nb.ca/sites/ASD-S/1932/Pages/default.aspx>

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	8/19/2020

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**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 is below. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

**See Risk Assessment Below**



QES COVID-19 Risk  
Assessment Question:

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>8/31/2020</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>Done</b>	<b>8/31/2020</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>N/A</b>	<b>N/A</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>9/3/2020</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.*

### Visitor Procedures:

We have communicated to parents that school access will be limited this school year. Visitors are strongly encouraged to book an appointment in advance of any school visit. People dropping items off at the school will call into the school office, the administrative assistant (or other staff member) 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, call and be granted access by a staff member.

If a visitor is permitted to enter the school they will be required to complete the screening tool (ex. COVID questionnaire), wear a mask, go straight to reception table and sanitize hands. At the reception table, they will review the visitor guidelines, and sign in using the district provided 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: EAL Teacher, APSEA, etc... 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 the main office.

All visitors (volunteers, delivery, maintenance staff, itinerant teachers, replacement staff) will wear a mask at all times during **Orange phase**. If visitors cannot maintain 2M physical distance they will also be required to wear a face shield or use a plexi-glass barrier in addition to a face mask.

### Student Arrival / Dismissal Procedures (ex. Drop Off/Pick Up):

The front of the school is where buses will pick up and drop off students, they would enter through their designated grade level door (outlined below) and proceed directly to their classroom wearing a mask. The designated front drop off area will continue to be where vehicles will drop off students in the morning, students will proceed directly to class using the designated doors wearing a mask until they are in their classroom. **During Orange Phase, all students will be required to wear a mask at all times (except when eating, during higher intensity activity during PE class, or while working silently at an assigned location within their class bubble).** Student’s will sanitize hands upon entry to the school. Parents/Caregivers of older students (ex. Grade 3 – 5) may consider dropping students off at the designated school paths located on Peat Drive and Summer Court. Families choosing this method should instruct their child to proceed directly to their assigned entry door and maintain 2m physical distance from others.

There is a staggered approach to morning drop off. Families with last names ending A – L are asked to drop off between 7:45am and 7:55am and Families with last names ending M – Z are asked to drop off between 7:55am – 8:05am. No students should be dropped off prior to 7:45am at the school as there will not be any supervision. We expect all students to have arrived by 8:05am when morning supervision ends. Students arriving after 8:15am will be required to enter using the main entrance and sign in at the office reception table.

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For after school pick up all students will wear a mask. Bus students will be dismissed first. Following the dismissal of busses, students who walk or are picked up will be dismissed from their designated dismissal entrance/exit. The parent/caregiver will park and proceed to the designated location where staff will dismiss the students to their parents/caregiver. 2m physical distancing must be maintained when entering/exiting the school between class bubbles.

### Grade Level Morning Entry Door Assignments -

Front Main Entrance – 3 Urquhart, 4 Mason, 4 Burnett, 5 Russell

Front Middle Entrance – K Blucher, K Savoy, K Smith, 1 Keating, 1 Sullivan, ½ FI Hanson, 3 Parent

Front End Entrance – 3 Latimer, 4 Lloyd, 5 Sherrard, 5 Dobbin, 2 Nolan,

Side Portable Entrance – Gr. 1 Stiles, Grade 1 Cox, Grade 2 Leblanc, Grade 2 Heissner/Young, 2 Earle

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QES Morning Drop Off and Traffic Flow



**Staggered Drop Off**

-7:45am – 7:55am –  
Families with Last  
Name A – L

-7:55am – 8:05am –  
Families with last  
name M - Z

<u>Portables Entrance</u>	<u>End Entrance</u>	<u>Middle Entrance</u>	<u>Main Entrance</u>
<ul style="list-style-type: none"> <li>• 1 FI – Stiles</li> <li>• 1FI – Cox</li> <li>• 2 FI – Heissner/Young</li> <li>• 2FI – Leblanc</li> <li>• 2 - Earle</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Nolan</li> <li>• 3 Latimer</li> <li>• 4 Lloyd</li> <li>• 5 Sherrard</li> <li>• 5 Dobbin</li> </ul>	<ul style="list-style-type: none"> <li>• K – Blucher</li> <li>• K – Savoy</li> <li>• K – Smith</li> <li>• 1/2 FI – Hanson</li> <li>• 1 – Keating</li> <li>• 1 - Sullivan</li> </ul>	<ul style="list-style-type: none"> <li>• 3 Urquhart</li> <li>• 4 Mason</li> <li>• 4 Burnett</li> <li>• 5 Russell</li> </ul>

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### K – 2 Grade Level Exit / Pick Up Locations (afterschool) –

Front Main Door– K Blucher, K Savoy, K Smith

Front Middle Door – 1 Smith, 1 Keating, ½ Hanson

Front End Door – 2 Earle, 2 Nolan

Side Portable Door – 1 Stiles, 1 Cox, 2 Leblanc, 2 Heissner/Young

### Gr. 3 – 5 Afterschool Exit / Pick Up Locations

Front Main Doors – 5 Russell, 4 Burnett, 4 Mason

Front Middle Doors – 3 Urquhart, 3 Parent, 4 Sherrard

Front End Doors – 5 Dobbin, 3 Latimer, 4 Lloyd

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## QES Afternoon Pick Up Locations



**Pick Up Times**

K – 2 – following  
busses approx.  
1:40pm

Gr. 3 – 5 following  
busses approx..  
2:40pm

**Portables Entrance**

- 1 FI – Stiles
- 1FI – Cox
- 2 - Heissner/Young
- 2FI – Leblanc
  
- 3 Latimer
- 4 Lloyd

**End Entrance**

- 2 Nolan
- 2 Earle
  
- 5 Sherrard
- 5 Dobbin

**Middle Entrance**

- 1 /2 FI – Hanson
- 1 – Keating
- 1 – Sullivan
  
- 3 Urquhart
- 4 Mason

**Main Entrance**

- K – Blucher
- K – Savoy
- K – Smith
  
- 4 Burnett
- 5 Russell

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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>	<b>Done</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><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>	<b>Done</b>	<b>9/3/2020</b>

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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 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 you have 2 symptoms, you should not attend school. If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask) and await the pickup of a parent/caregiver while waiting in our isolation area (maximum 1-hour) The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.**

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators ( <i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i> ), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers ( <i>recommend not to use lockers as much as possible</i> ), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	<b>Done</b>	<b>8/31/2020</b>

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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>8/31/2020</b>
Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/31/2020</b>
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	<a href="#">Refer to sample signage</a>	<b>Done</b>	<b>8/31/2020</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>	<a href="#">In Progress</a>	Click or tap to enter a date.
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>Done</b>	<b>9/3/2020</b>

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

**During Orange Phase – all staff/students will always wear a mask and maintain 2M distancing whenever possible. Staff may remove masks when eating/drinking or in a closed room by themselves. Students may remove masks while in their class bubble when eating/drinking, when working silently, or when engaged in high intensity activity in PE.**

**Classrooms – have been organized as per guidelines in EECD return to school plan. In some cases, furniture has been removed from classrooms and other learning spaces to provide for adequate space for movement.**

**Elevators – Have been limited to 1-person at a time or 2 persons within the same bubble (eg. EA and student). Signage has been posted.**



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**Staff Room (limit of 7) – staff must maintain social distancing and have a mask on their person in this area. Signage has been posted.**

**During Orange Phase, eating/drink is not permitted in the staff room.**

**Guidance Room (limit of 6) – staff must maintain 2m social distancing and have a mask on their person in this area. Signage has been posted.**

**ESS Room (limit of 4) – staff must maintain 2m physical distancing and have a mask on their person in this area. Signage has been posted.**

**Library – (limited to 12) or accessible by classroom bubbles – signage has been posted.**

**Staff Washrooms – are single stall toilet washrooms. Please observe posted general health processes/signage. (eg. handwashing).**

**Student Washrooms – class bubbles can use the washroom at the same time without the use of masks. Any other time, students will wear a mask when accessing the washrooms. Teaching teams will create a schedule and coordinate times for bathroom breaks/handwashing. If a student has requested to go to the bathroom individually, the student is to wear a mask to ensure that they maintain their social distancing.**

**Stairway – only one class bubble may access a stairwell at a time. All persons will keep to their right at all times whether ascending or descending. Signage posted. classes will be led by a staff member when travelling to specialty subjects (eg. PE/Music) and always stop and check the stairwell before entering (signage posted, stop lines). Masks will be worn anytime a student is traveling to a location without their class bubble (ex. Office, Guidance, etc.).**

**Hallway – Staff / Student(s) to exercise caution when traveling in the hallways by only travelling on the right side and only when necessary. One class will travel in one direction at a time. Classes will observe and follow directional arrows and periodic stop markers to ensure there are no other groups/classes traveling in the opposite direction. Class schedules will be reflected to limit and minimize groups in the hallway at the same time.**

**Office Meeting Room (limited to 1 person). staff must maintain 2m physical distancing and have a mask on their person in this area Signage has been posted.**

**Main Office Area (limit of 1 person) – staff must maintain 2m physical distancing and have a mask on their person in this area. Signage has been posted**

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

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**Sending students to the office-** There will be limited access to the front lobby and limited opportunities for children to visit the office for discipline or seek assistance for injuries. Duty pouches are equipped with first aid supplies for minor injuries. Staff members can buzz/call the office in the event of a serious incident/extenuating circumstance to request assistance. Staff will determine the best response given the situation. For less serious incidents, staff will complete a behaviour incident form (blue form) and submit to the office for follow up.

**Music and Phys. Ed Class transitions:** In order to decrease the traffic and the chances of putting the social distancing at risk, Music and Phys. Ed transitions will be different than that of previous years. The first class of the day for music and for Phys ed will be brought to the music class and Phys ed class. For the rest of the day, the Phys ed teacher and music teacher will deliver their classes to their homeroom location and then pick up their next class. Home room teachers will ensure that students have sanitized their hands prior to attending Music/PE and again upon their return to their home room class.

**Assemblies/Large Group activities** – will be held in gym or outside with 2m physical distancing measures in place and limited to 50 persons at a time. Alternatively, some events may be held virtually. **During Orange Phase all assembly/large group activities will be done virtually.**

**Evacuation Drills** – We will stagger the locations of our Muster Points so 2m physical distancing can be maintained when outside of the school.

**School Map** – attached is a map with designated classroom assignments for 2020-2021. Parents/caregivers should review with their child prior to the first day of school to support a smooth transition upon student arrival and support reduced congestion.



QES School Map  
2020-2021.pdf

**Additional Information for Staff** - See attached document for additional information about physical distancing (2m) at work.



Staff Return to  
Work\_Updated Aug 21

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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	<b>Done</b>	<b>9/3/2020</b>

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

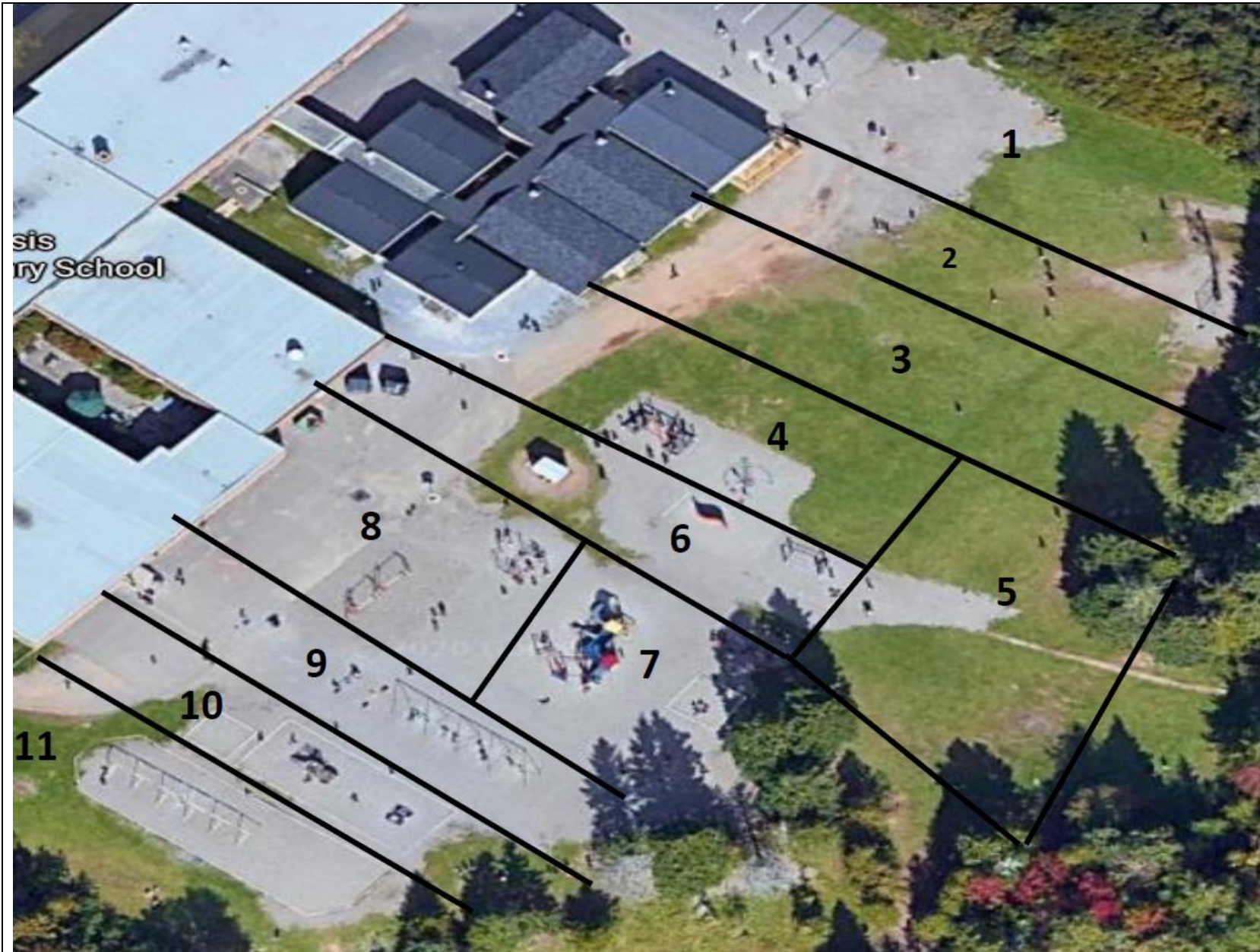
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**During Orange Phase – all staff/students will wear a mask at all times and maintain 2M distancing whenever possible. Staff may remove masks when eating/drinking or in a closed room by themselves. Students may remove masks while in their class bubble when eating/drinking, when working silently, or when engaged in high intensity activity in PE.**

**Morning Recess – the school will observe morning snack recess between 10:15am and 10:30am. Teacher teams will coordinate times in their area pods to access the washroom and for handwashing/sanitizing. In addition, each class will be encouraged to access the outside play space for approximately 15 minutes in the morning either prior to or following snack recess. The student outdoor breaks will be scheduled by grade level pods to reduce congestion in the play space.**

**Lunch Recess – the school will observe a staggered lunch where half of our school will eat between 12:00 – 12:20 while the other half accesses our outdoor play area in an assigned zone to respect social distancing between class bubbles(11 play area zones in total). At 12:20, the groups will have a transition period (5 minutes) and switch (the other group will access the play area while the other group eats their lunch ex. 12:25pn – 12:45). This will reduce congestion on the playground. Staff will direct class bubbles to exit and re-enter the school to reflect a reduction in congestion upon exiting and re-entry (eg. the furthest classroom re-enters first to reduce student contact as students re-enter and remove outdoor clothing). Students will not commence play until all students/class bubbles have entered their designated play area. The classes accessing the play area at the same time have been staggered based on their classroom location in the school to provide adequate space for the retrieval and removal of outdoor clothing. When the bell rings during outside recess, students will line up in the spot designated by their teacher in each zone. Teachers will walk their class into the school as per the established order of class re-entry. As of November, staff will walk students to their assigned exit door and receive them when they return at their classroom doors.**

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**Coat Areas-** In coat areas when students are unable to social distance, children will directly enter into their classroom with their clothing and school bags on to remove items. They will return them to the hallway when it is safe to do so. They should take items into their classroom at end of day and get ready to leave in their classroom. Teachers must supervise this at end of day to ensure social distancing and lack of congestion in hallway.

**Transition from the building to outside (recess and lunch)** - All students will be guided by their teacher out to their assigned zone on the playground for recess or lunch. Teachers are then to pick up their class at the class bubble zone for re-entry. As of November, during lunch recess staff will walk students to their assigned exit door and receive them when they return at their classroom doors.

**Transition into the building from outside play(recess and Lunch)** - One bubble is allowed in the bathroom at a time. Teaching Pods will collaborate on schedule to facilitate access to the handwashing/sanitizing/washroom. Each classroom bubble will have to wait until each bubble is through the bathroom before allowing their students to enter the bathroom.

**Lunch Time-** Students will eat in their classroom with their teacher as determined by their lunch schedule as described previously.

**Hallway Congestion-**Physed and music teachers will drop off and pick up students for their classes to limit the number of students walking in the hallways at one time causing a traffic problem to move through the school safely.

**Library-** In order to decrease more traffic flow in the building and congestion in the hallways, students will not be using the school library upon school opening. This space will be used temporarily as a staff break location. We will revisit this possibility after Thanksgiving. **During Orange Phase, staff may use the library for breaks/lunch and may eat/drink in this location.**

**Parking lot drop off and bus drop off-** Parents will drop off students in the drop off lane or if they choose to at the walking paths located on Peat Drive and Summer Court. Students can walk safely to the school on sidewalks/pathways from these drop off spaces. Students will be required to wear a mask upon entering the school property. They may remove them once in their classroom. All students must enter the school through their assigned door. 2m Physical Distancing must be maintained when entering/exiting the school between students/staff from different class bubbles.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Dismissal Procedures** – Students will prepare to go home in their classrooms at the direction of their teacher. Bus students will be dismissed first. The classroom teacher or designate will oversee the dismissal of bus students. Once busses have departed, teachers will oversee the dismissal of pick up/walker students/day care out their designated door. All students are required to wear a mask during the dismissal procedure.

**1<sup>st</sup> Week of School / Staggered Entry** – students will return to school following a staggered entry. Kindergarten students will be split into three groups over the first three days (ex.each K students will attend one of the first three days only) with all Kindergarten students attending on Friday, September 11<sup>th</sup>. Grade 1 – 5 students will be staggered over the first two days (Sept. 8<sup>th</sup> and 9<sup>th</sup>) and all Grade 1 – 5 students will attend full time starting on Thursday, September 10<sup>th</sup>. See plan overview of the staggered entry by class based on a student’s last name.



Stagger Entry  
Plan.pdf

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 EECDC 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>	Done	9/8/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<b>Washrooms:</b> → Equip with running tap water, liquid soap, paper towel, ( <i>forced air dryers in many locations</i> ), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	<b>Done</b>	<b>9/8/2020</b>
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	<b>Done</b>	<b>8/31/2020</b>
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	<b>Done</b>	<b>8/31/2020</b>

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

**Hand cleaning posters have been posted in all washrooms.**

**Custodian will check every hour to ensure staff and student washrooms are adequately stocked up with soap, paper towels, etc.**

**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.**

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



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS



Cleaning and  
Disinfection Schedule.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>8/31/2020</b>
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		<b>Done</b>	<b>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>Done</b>	<b>9/3/2020</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>Done</b>	<b>8/31/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A <a href="#">Community Mask Poster</a></p>	<p><b>Done</b></p>	<p><b>9/3/2020</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 II 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 staff or students leave the classroom and must remain on until they re-enter a classroom and during our arrival and dismissal procedure.**

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Table 1**

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

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>9/8/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>Done</b>	<b>9/8/2020</b>
<b>Provide personal protective equipment – only for those situations that require it:</b>			
Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>		<b>Done</b>	<b>9/8/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>  <a href="#">PPE Poster</a>  District Student Support Services	<b>Done</b>	<b>9/8/2020</b>
Eye protection (safety glasses, goggles)		<b>Done</b>	<b>9/8/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )		<b>Done</b>	<b>9/8/2020</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>9/8/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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 with 2 or more COVID – 19 symptoms 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>	Done	9/4/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	Done	9/11/2020
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	Done	9/4/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Done	9/4/2020
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>	Done	9/4/2020
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>	Done	9/4/2020
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>	Done	9/4/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Done</b></p>	<p><b>9/4/2020</b></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>	<b>Done</b>	<b>9/4/2020</b>
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>9/4/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Outbreak Management Notes:** *Outline any specific considerations to outbreak management within your 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 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>9/4/2020</b>

## 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 and in other communications (eg. email). We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available**

**EST-Guidance or access to C&Y will be provided for students depending on their level of need to provide mental health support. Resources will be made available to teachers by the EST-G to support students mental health needs when and if needed.**

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>Done</b>	<b>9/8/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>In Progress</b>	Click or tap to enter a date.
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<a href="#">Insert Water Bottle Signs</a>	<b>Done</b>	<b>9/8/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Water fountains that have bottle filling units have been turned on. In addition, we have bottle fillers at other strategic locations for proximity to classrooms without a fountain close. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.

**During Orange Phase**

- EST-R will wear a face mask and shield/plexi-glass barrier when providing in class support/intervention when 2M distancing cannot be achieved.
- EAs/SIW's assigned to multiple classes will wear a face mask and shield when in classroom that are not their assigned bubble (eg. breaks).
- Visiting Teachers (EAL, SLP, OT, etc..) – will wear a face mask and shield/plexi glass barrier when 2M physical distance cannot be achieved.
- Guidance Support – will wear a face mask and shield/plexi glass barrier when supporting students when 2M physical distance cannot be achieved.

\*When small group intervention takes place with students from multiple class, students must wear a mask and maintain 2M physical distance.