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 for review by August 26th, 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.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Belleisle Elementary</th>
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</thead>
<tbody>
<tr>
<td>Principal (Signature)</td>
<td></td>
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<tr>
<td>School District Official (Signature)</td>
<td></td>
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<tr>
<td>Plan Implementation Date</td>
<td>September 2020</td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name (October Review)</th>
<th>Date</th>
<th>Name (February Review)</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Name (November Review)</td>
<td>Date</td>
<td>Name (March Review)</td>
<td>Date</td>
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<tr>
<td>Name (December Review)</td>
<td>Date</td>
<td>Name (April Review)</td>
<td>Date</td>
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<tr>
<td>Name (January Review)</td>
<td>Date</td>
<td>Name (May Review)</td>
<td>Date</td>
</tr>
<tr>
<td>Section(s) Updated - <em>(List the section numbers only)</em></td>
<td>Date Updated</td>
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<tr>
<td>Section 6: No eating allowed in the staff room at breaks. Teachers will eat in their classrooms and EAs will eat in two designated spots (assigned)</td>
<td>November 24, 2020</td>
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</tr>
<tr>
<td>Section 6: Staff must always wear masks except when alone in a room. Students must wear masks inside their bubble groups except when sitting quietly at their seat working or eating</td>
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<tr>
<td>Section 7: Students must wear masks during all transitions</td>
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<td></td>
<td></td>
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<tr>
<td>Section 4: Masks will always be worn during transitions</td>
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<tr>
<td>Section 6: Students will wear a mask in Music Class. No singing allowed or use of wind instruments</td>
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</tr>
<tr>
<td>Section 10: Staff and students are to have a minimum of two community masks available.</td>
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</tr>
<tr>
<td>Section 6: Staff will eat in assigned rooms or in the other 2 designated spots</td>
<td>December 1, 2020</td>
<td></td>
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</tr>
<tr>
<td>Section 6: Staff and students may remove masks once inside their classroom bubble. Masks worn during all transitions</td>
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</tr>
<tr>
<td>Section 6: Students can sing in Music Class, but distancing will be maintained as much as possible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 6: Limit of 4 persons eating in staff room. Staff will eat in two designated spots</td>
<td>January 6, 2021</td>
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</tr>
<tr>
<td>Section 6: Staff must always wear masks except when alone in a room or eating. Students must wear masks inside their bubble groups except when sitting quietly at their seat working or eating</td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Section 7: Students must wear masks during all transitions</td>
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</tbody>
</table>
## Table of Contents

- **Section 1 - RATIONALE** – Effective Risk Mitigation – Infection and Prevention Controls
  - Hold “Ctrl” and Click Here
  - Page 4
- **Section 2 - Communications**
  - Hold “Ctrl” and Click Here
  - Page 5
- **Section 3 - Risk Assessment**
  - Hold “Ctrl” and Click Here
  - Page 6
- **Section 4 - Building Access**
  - Hold “Ctrl” and Click Here
  - Page 8
- **Section 5 - Screening**
  - Hold “Ctrl” and Click Here
  - Page 10
- **Section 6 - Physical Distancing**
  - Hold “Ctrl” and Click Here
  - Page 11
- **Section 7 - Transition Times**
  - Hold “Ctrl” and Click Here
  - Page 13
- **Section 8 - Cleaning and Disinfection Procedures**
  - Hold “Ctrl” and Click Here
  - Page 15
- **Section 9 - Hand Hygiene and Cough / Sneeze Etiquette**
  - Hold “Ctrl” and Click Here
  - Page 18
- **Section 10 - Personal Protective Equipment**
  - Hold “Ctrl” and Click Here
  - Page 19
- **Section 11 - Occupational Health and Safety Act and Regulation Requirements**
  - Hold “Ctrl” and Click Here
  - Page 22
- **Section 12 - Outbreak Management Plan**
  - Hold “Ctrl” and Click Here
  - Page 24
- **Section 13 - Mental Health**
  - Hold “Ctrl” and Click Here
  - Page 25
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.


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.

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.

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</th>
<th>Status (Done, In Progress, Not Started, N/A)</th>
<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate operational strategies, provide orientation to staff and students.</td>
<td>Orientation of Staff- August 27th, August 31, and September 2, 2020 Operational Plan School Based Attendance</td>
<td>Done</td>
<td>8/31/2020</td>
</tr>
<tr>
<td>Communicate operational strategies to parent/caregiver and school community.</td>
<td>District Communications School Messages Operational Plan posted to school website on September 3, 2020 return-to-school-guidefor parents_FINAL.pdf</td>
<td>Done</td>
<td>9/3/2020</td>
</tr>
</tbody>
</table>

Communication Notes: Describe how expectations are being communicated to the various stakeholders.
Orientation:
All staff was emailed the document “Return to School: Direction for School Districts and Schools September 2020 on August 14, 2020 leading up to the orientation sessions.
- Custodial Staff & Administrative Orientation- August 27, 2020 by District Staff
- Teacher/Administrative Assistant Orientation- August 31st, 2020
- Students- week of September 8, 2020 and ongoing

Parents/Guardians: The district and school have had frequent communication via School Messenger with parents/caregivers with the first school start-up letter sent home to parents on August 7th, 2020. The B.E.S. Operational Plan will be available on the school website on September 3, 2020 http://web1.nbed.nb.ca/sites/asd-s/1938/Pages/default.aspx

The link to the document, "Return to School: Guide for Parents and the Public" was also shared with parents again in our September Newsletter along with screening protocols and safety measures pertaining to our new school routines. Any changes that apply to the students will be communicated to parents.

Our school has the “Visitor Guidelines" posted at Reception for all visitors to view

<table>
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</thead>
<tbody>
<tr>
<td>Section 3 - RISK ASSESSMENT</td>
<td>Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.</td>
<td>Done</td>
<td>8/12/2020</td>
</tr>
</tbody>
</table>

Risk Assessment Notes: Describe that the Risk Assessment has been completed, include a link to it if possible.
Our school has completed the above risk assessment, all known risks have been assessed and we have implemented controls to minimize the risk as described in this operational plan.

We will adjust this plan as necessary to ensure the risk of all stakeholders remains as low as possible.
### Section 4 - BUILDING ACCESS

<table>
<thead>
<tr>
<th>Action Items</th>
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<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure controls are in place to prevent the public from freely accessing the operational school.</td>
<td>Refer to Return to School 2020 Document Pg. 9</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
<tr>
<td>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.</td>
<td>Visitor log: \VISITOR SIGN IN SHEET.docx</td>
<td>Done</td>
<td>8/19/2020</td>
</tr>
<tr>
<td>Attendence is required on a daily basis for staff and students.</td>
<td>Student Sign/sign out log: \BELLEISLE ELEMENTARY STUDENT SIGN IN OR SIGN OUT SHEET.pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</td>
<td>\Administrative Assistant Checksheet 2020.pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</td>
<td>Refer to Return to School 2020 Document – Appendix F</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Refer to Return to School 2020 Document Pg. 5</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
<tr>
<td>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. *Keep in mind children walking, parent drop off, buses, etc. *Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</td>
<td>Refer to Return to School 2020 Document Pg. 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Building Access Notes:
*Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.*

We have communicated to parents that school access will be limited and to call the school if needing to speak with us.

All doors will be locked throughout the day (excluding arrival and dismissal) requiring visitors to use the doorbell. Late drop-off or early pick-up will be at the Main Office door. Parent/Guardian sign-out required if student is leaving early. Visitor signage posted and visitor log created.

Arrival of students will be at the secondary front door (as normal). Entrance to the school is different. Students in the primary wing will enter the school wearing masks through the front secondary door. Entrance to the school for students in the upper wing will be through the side door (upper playground).

There may be circumstances when a face to face meeting must occur. In those rare circumstances, when a visitor is permitted to enter the school, they will review the visitor’s guidelines/screening protocols prior to entering the school, enter the main office entry and sign in using the visitor log. Meetings will take place in one of the side offices off the main lobby. Visitors who need access to the building such as inspections for routine safety checks or school maintenance will follow school protocols and be escorted to their destination. “Regular support staff” such as a Speech Language Pathologist, Occupational Therapist, or a Physiotherapist will be allowed entrance to provide support services to children. Each visitor must also sign out upon leaving the school.

Student and staff attendance will be taken daily, anytime a student or staff leaves for the day; they must sign out at reception.

Physical distancing of 2 meters must be maintained when entering or exiting the school. Face masks must be worn at all times.

Signage providing visual cues and information is clearly posted on the entrance doors, inside school walls and floors.

<table>
<thead>
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</tr>
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</table>
## Section 5 - SCREENING

Ensure that all staff entering the building understands and implements the screening process.

Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.

Students of age can screen themselves or have a parent screen them daily before coming to school.

Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (*medical preferred*), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.

Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.

<table>
<thead>
<tr>
<th>Screening Notes: Outline how screening requirements are being met.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNB's Up to Date Screening Poster will be posted on all entrance doors. All staff and parents/guardians have access to a copy of the screening protocol.</td>
</tr>
<tr>
<td>Parents are required to screen children in grades K-5 prior to sending their child to school. If a child or staff has 2 or more COVID-19 symptoms, they should stay at home. Parents will call 811 or their primary healthcare provider and follow their advice.</td>
</tr>
<tr>
<td>Staff will monitor children at school for symptoms of COVID-19 as outlined by Public Health. If a student becomes symptomatic during the day, they will be asked to put on a mask, go to the isolation room, and await pick-up by a parent/guardian. Parents who work away will need alternate arrangements made ahead of time for this situation. Pick-up of a child is to be less than one hour. Parents should call 811 or their primary healthcare provider for advice.</td>
</tr>
</tbody>
</table>
The isolation room will be cleaned between each use following the procedures outlines in the Standard Cleaning & Disinfectant document.

Staff were sent the screening protocols via email prior to their return to school and screening requirements were discussed at the Orientation Meetings. Staff must screen themselves each morning prior to coming to work and self-monitor throughout the day. If a staff member becomes symptomatic, they must put on a mask and go home as soon as possible. Staff will call 811 and follow Public Health protocol.

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Implement physical distancing protocols.</td>
<td>Refer to Return to School 2020 Document various sections.</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
<tr>
<td>→ Classroom, lunchroom, elevators <em>(indicate where to stand within elevator if enough space, mask use, number of persons permitted)</em>, staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers <em>(recommend not to use lockers as much as possible)</em>, etc.</td>
<td>Itinerant professional information in Return to School 2020 Document pg. 18</td>
<td></td>
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</tr>
<tr>
<td>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</td>
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<tr>
<td>→ Arrange furniture to promote physical distancing requirements <em>(including reception area)</em>. Remove furniture if possible.</td>
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<tr>
<td>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</td>
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<tr>
<td>→ Determine if installation of physical barriers, such as partitions, is feasible.</td>
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</table>
## Plan all assemblies or other school-wide events virtually or outdoors.

Refer to Return to School 2020 Document Pg. 4

### Evaluate options to reduce the number of people required onsite.

Choose an item.

### 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.

[Signage examples.pdf](#)

### Perform Evacuation Drills (Fire Drill/Lockdown) 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.*

[NB Reg 97-150](#)

### School layout guide maps to inform students, staff, visitors, and public of school layout (directional flow, assigned entrance/exit doors) are encouraged but not mandatory.

Click or tap to enter a date.

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

#### Classrooms:
- Extra furniture has been removed
- Art Room has been closed to groups- Art will be completed inside classrooms
- Library has been closed- used as a classroom
- Students will wear a mask all the time, except when sitting quietly at their seat or eating within their classroom
- Inside sneakers will remain at student desks and not be placed on hallway coatracks
- Water bottles will be utilized instead of water fountains

#### Hallways:
- Are wide and have been divided into left and right sides with directional movement arrows
- Limited hallway movement
• When moving in the hallway, masks are always worn

Staffroom:
• Limit of 4 persons eating in staffroom. Sofas have been removed. Tables have been limited. Teachers will eat lunch inside their classrooms and EAs will eat lunch in one of two designated spots (limited occupancy).
• Art Room has been designated as an alternate room for staff lunch

Washrooms:
• K-2 students will use their classroom washroom; grade 3-5 students will wash up at their classroom sink and wear masks when using hallway washrooms: limit of 3 persons in hallway washrooms; limit of 1 person in gym washrooms
• Staff washrooms are singles

Main Office: Stop lines on floor of all offices reminding people they cannot enter. Stop Signage posted at door. Safety glass window and physical barrier installed for School Administrative Assistant safety

Specialist's Offices:
• Stop lines on floor of all offices reminding people they cannot enter unless given permission and a 2-meter physical distance can be maintained. Stop signage posted at doors

Evacuation/ Lock-down: Drills will continue as part of our normal safety training with the addition of physical distancing amongst bubble groups at Muster Points for evacuation drills.

<table>
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<tbody>
<tr>
<td><strong>Section 7 - TRANSITION TIMES</strong></td>
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</table>
| 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 | Done | 8/27/2020 |
Transition Times Notes: Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.

Arrival/Departures:

- Morning: students exit one bus at a time wearing masks and go directly to their classroom. If a child arrives by parent/guardian vehicle, the child will exit the vehicle wearing a mask and go directly to their classroom. Students in the primary wing will enter the school via the front secondary door as normal. Students who classes are in the upper level wing will walk around to the side of the school towards the upper playground and enter the school through the side door.

- Afternoon: students will exit the building as bubble classes, respecting physical distancing between bubble groups, and load appropriate buses. Masks are not needed as the exit of “bubble groups” can be controlled. If a student is being picked up by a parent/guardian, they will wait in the Main Office Entry wearing a mask and following physical distancing guidelines until the parent/guardian arrives.

- Late drop-off/early pick-up: Students who are late for school will enter the Main Office Entry Doors wearing a mask and go directly to their classroom. Parents can walk their child to the door but will not be permitted to enter the school. For early pick-up of children, a parent/guardian will contact the school and the student will be called down to the Main Office area once the parent/guardian has arrived. Signing a child out early will still require a parent/guardian signature. Parents may enter the vestibule (space between the two main doors) and sign their child out in the student attendance log.

- If a child forgets something or needs something dropped off, a desk is set up in the vestibule at the Main Office entrance where parents can leave things labelled and we will deliver the items.

Recess Breaks:

- Two separate playgrounds- separated into primary wing and upper elementary wing: separate entry/exit doors
- Designated play sections on the playground. Students will rotate playgrounds weekly, so children get to play on both fields
- Dressing/undressing maintained by assigned coatracks. Inside sneakers kept within classroom, not placed on hallway coatracks
- Movement inside/outside: masks worn; physical distancing of 2 meters between classes maintained by support staff and teachers.
- Muster stations assigned to bubble groups to line up prior to re-entry. Physical distancing of 2 meters between bubble groups as students move into the school.
• Washing routine has been put in place

Lunchtime Food Delivery:
• Food will be delivered to the Main Office area: volunteers will be assigned to deliver items to classrooms on a consistent basis. Gloves & masks will be worn. Once food is delivered, the Teacher and/or EA will distribute food. Washing routine has been put in place.
• When moving in the hallway, masks will be worn and physical distancing protocols of 2 meters between different bubble groups.

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<tr>
<td></td>
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<td>(Done, In Progress, Not Started, N/A)</td>
<td>8/19/2020</td>
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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

Done
### Washrooms:
- Equip with running tap water, liquid soap, paper towel, *(forced air dryers in many locations)*, 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

<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washrooms:</td>
<td>Equip with running tap water, liquid soap, paper towel, <em>(forced air dryers in many locations)</em>, 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.</td>
</tr>
<tr>
<td>Implement Bus Cleaning Protocol</td>
<td>Refer to Return to School 2020 Document – Appendix D</td>
</tr>
<tr>
<td>Implement Outbreak Cleaning &amp; Disinfection Protocol when required <em>(Process, PPE Requirements)</em></td>
<td>Refer to Return to School 2020 Document – Appendix G</td>
</tr>
<tr>
<td>Abide by EECD Ventilation Guidelines</td>
<td>Refer to Return to School 2020 Document Pg. 14</td>
</tr>
</tbody>
</table>

### 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 and over all sinks.
- Staff will notify their custodian when they require more 362 disinfectant.
- Washrooms will be monitored by staff & students to ensure adequate stock of soap, paper towels, etc.
- Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document. Extra custodial staff have been hired to assist with cleaning.
- Buses will be cleaned as per the Bus Cleaning Protocol. Orientation meeting completed by district personnel.
- Any issues with ventilation will be reported to our facilities team to fix. A new ventilation system was installed last year.

Done 9/2/2020

Done 8/31/2020

Choose an item. Click or tap to enter a date.
### Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources</th>
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</tr>
</thead>
</table>
| Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces. Ensure hand-washing posters are posted in all washrooms. *Suggest putting them on doors and walls.* | See [Table 1](#)  
Refer to Return to School 2020 Document Pg. 11, 12, 13  
Schools Custodial and District Facilities Management  
[Handwashing Poster](#) | Done | 9/4/2020 |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low. | Lionel Gautreau-Head Custodian | Done | 9/2/2020 |
| Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available. Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*  
Teachers will be in control of the hand sanitizer in classrooms. | [Hand Sanitizer Poster](#)  
Refer to Return to School 2020 Document Pg. 11, 12, 13 | Done | 9/2/2020 |
| Remind everyone about frequent hand washing and cough/sneeze etiquette. | [Coronavirus disease (COVID-19): Prevention and risks](#) | In Progress | 8/31/2020 |
COVID-19 OPERATIONAL PLAN FOR SCHOOLS

K-12 Staff and Students - Community masks must be worn in addition to physical distancing requirements outlined in the Return to School 2020 Document and recent Public Health-Government communiques.

Refer to Return to School 2020 Document – Appendix A

Community Mask Poster

<table>
<thead>
<tr>
<th>Hand Hygiene and Cough / Sneeze Etiquette Notes: Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Orientation of staff &amp; students on proper hygiene practice</td>
</tr>
<tr>
<td>• Reminder of proper handwashing routine signage posted in all washrooms and classrooms</td>
</tr>
<tr>
<td>• We will have a supply of 362 cleaner/disinfectant- custodial staff will dilute the product and place it into pre-labeled bottles. A minimum of one bottle will be available in every classroom and office.</td>
</tr>
<tr>
<td>• Each classroom will have a supply of hand sanitizer (alcohol free) for use by staff and students under the watch of the teacher. Hand sanitizer will be available at the public entrance and in the office.</td>
</tr>
<tr>
<td>• All students and staff are required to have a minimum of 2 community masks readily available. Masks are always to be worn except when staff are alone in a room or students are sitting quietly at their seats working or eating</td>
</tr>
<tr>
<td>• Sneeze shields are available for staff</td>
</tr>
<tr>
<td>• Main office is off limits to staff and students. Physical barriers and signage have been installed/posted to remind people.</td>
</tr>
</tbody>
</table>

Table 1
Section 10 - PERSONAL PROTECTIVE EQUIPMENT

To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.

*To ensure that members of vulnerable populations and students with complex needs are accommodated.

If a child requires to be toileted, the accompanying person(s) if not within the child’s regular bubble, must wear community mask(s).

When Students Should Perform Hand Hygiene

- on arrival (if not feasible, hand sanitizing is acceptable);
- before and after meals;
- after using the toilet;
- after blowing nose, coughing or sneezing;
- after playing with shared toys, communal items or learning materials;
- after handling animals or their waste;
- before and after taking medications;
- after playing or learning outside; and
- whenever hands are visibly dirty.

When Staff Should Perform Hand Hygiene

- on arrival (if not feasible, hand sanitizing is acceptable);
- before and after meals;
- after using the toilet;
- after blowing nose, coughing or sneezing;
- after playing with shared toys, communal items or learning materials;
- after handling animals or their waste;
- before and after giving/taking medications; and
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Action Items

<table>
<thead>
<tr>
<th>Resources</th>
<th>Status</th>
<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to Return to School 2020 Document – Appendix C, H</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
<tr>
<td>Itinerant professional information in Return to School 2020 Document pg. 18</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
</tbody>
</table>

Date Implemented

9/2/2020
Provide personal protective equipment – only for those situations that require it:

<table>
<thead>
<tr>
<th>Provide personal protective equipment for those for whom it has been determined to be necessary, <strong>PPE Options:</strong></th>
<th>Designated spot for protective equipment shared with staff during orientation process</th>
<th>Done</th>
<th>9/2/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand protection (gloves)</td>
<td>OHS Guide-PPE</td>
<td>Done</td>
<td>9/30/2020</td>
</tr>
<tr>
<td>Eye protection (safety glasses, goggles)</td>
<td>PPE Poster</td>
<td>Choose an item.</td>
<td>Click or tap to enter a date.</td>
</tr>
<tr>
<td>Other PPE as determined necessary through the risk assessment (<em>face shield</em>)</td>
<td>District Student Support Services</td>
<td>Done</td>
<td>10/30/2020</td>
</tr>
<tr>
<td>Use masks (<em>medical preferred</em>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</td>
<td>Health Canada information on non-medical masks and face coverings</td>
<td>Choose an item.</td>
<td>Click or tap to enter a date.</td>
</tr>
<tr>
<td></td>
<td>Refer to Return to School 2020 Document – Appendix A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Mask poster</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Personal Protective Equipment Notes:** *Describe how requirements for personal protective equipment are being met and communicated.*
All staff will have a minimum of two community masks readily available. Face Shields are available when physical distancing cannot be maintained. 

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

We will supply plexiglass dividers as requested. Reception areas will have plexiglass barriers.

Gloves will be available for staff as required

Safety glasses and googles are available to staff who request them

Students who are feeling unwell at school will be moved to an isolation setting awaiting pick-up.

We will supply a mask to a student or staff who forgets them.

A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities.
### Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources</th>
<th>Status</th>
<th>Date Implemented</th>
</tr>
</thead>
</table>
| Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations. | OHS Guide-Three Rights
Refer to Orientation                                                   | Done       | 9/2/2020         |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19. | Refer to Orientation                             | Done       | 9/2/2020         |
| Provide staff the employee training on the work refusal process.          | Right to Refuse – Refer to Orientation          | Done       | 9/2/2020         |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | Refer to Orientation                             | 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. | Refer to Orientation                             | Done       | 9/2/2020         |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document. | OHS Guide-JHSC                                  | In Progress | 8/24/2020        |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established. | OHS Guide topic-Supervision                    | In Progress | 8/31/2020        |
*School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | Choose an item. | Click or tap to enter a date.

**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 of the COVID-19 Operational Plan for Schools with all staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc. All staff have access to the required documents.

Our Joint Health & Safety Committee will be involved with the monthly reviews of this Operational Plan and will help address employee concerns and/or violations.
### Section 12 - OUTBREAK MANAGEMENT

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources</th>
<th>Status</th>
<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>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. <em>Regional Public Health will notify the school about what is to be done.</em></td>
<td>WorkSafeNB FAQ - Contact with someone tested/confirmed</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
<tr>
<td>Students and staff must self-monitor throughout the day.</td>
<td>Refer to Return to School 2020 Document – Appendix K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>WorkSafeNB FAQ</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
<tr>
<td>Schools must engage the district from the beginning of the Outbreak Management Process.</td>
<td>Refer to Return to School 2020 Document – Appendix K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Outbreak Management Notes: Outline any specific considerations to outbreak management within your school.

The Outbreak Management Plan procedures have been reviewed with staff during the Orientation Meetings. 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. All cases will be dealt with on an individual case by case basis.

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</th>
<th>Status (Done, In Progress, Not Started, N/A)</th>
<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 13 - MENTAL HEALTH</td>
<td>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master’s degree &amp; five years’ experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user</td>
<td>Done</td>
<td>9/2/2020</td>
</tr>
</tbody>
</table>

Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.

Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry
Mental Health Notes: *Describe how mental health resources will be communicated to staff.*

We have shared Mental Health resources during orientation.

Monitoring of students and students for Mental Health issues. Periodic discussion about the importance of looking after one’s mental health and the resources available will be completed through staff meetings and personal meetings with the Administrator.

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Resources <em>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</em></th>
<th>Status <em>(Done, In Progress, Not Started, N/A)</em></th>
<th>Date Implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Return to School document Pg. 13, 14, 15</td>
<td>Done</td>
<td>8/27/2020</td>
</tr>
<tr>
<td></td>
<td>Refer to GNB Website or GOC Website</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Organizations operating within school <em>(Obtain a copy of their Operational Plan)</em></td>
<td>Boys &amp; Girls Club Afterschool Childcare Services <em>...\Operational Plan BGC SJ - Belleisle Elementary (3).pdf</em></td>
<td>Done</td>
<td>9/1/2020</td>
</tr>
<tr>
<td>Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.</td>
<td><em>Water Bottle Signs.pdf</em></td>
<td>Done</td>
<td>8/27/2020</td>
</tr>
</tbody>
</table>

Section 14 - ADDITIONAL CONSIDERATIONS/OTHER

Ensure schools that provide food abide by applicable regulations.

Return to School document Pg. 13, 14, 15

Refer to GNB Website or GOC Website

Done 8/27/2020
Site Specific Considerations:

- 
- 
- 
- 

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

Pizza and Sub Days: Teacher and/or Classroom EA will pass out food items to their own class. They will wear gloves and a community mask. Items will not be laid out buffet style.