

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.

School Name Lakefield Elementary
 Principal (Signature) *Mike O'Neil*
 School District Official (Signature) *Zoe Watson*
 Plan Implementation Date 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 (October Review)	Date	Name (February Review)	Date
Name (November Review)	Date	Name (March Review)	Date
Name (December Review)	Date	Name (April Review)	Date
Name (January Review)	Date	Name (May Review)	Date

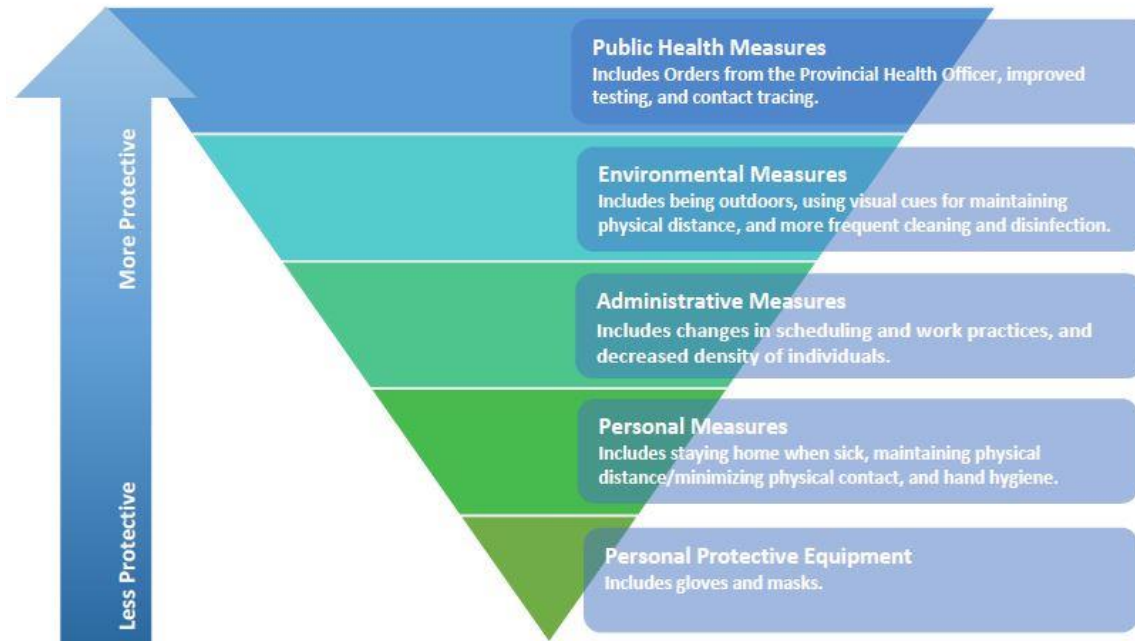
Table of Contents – *Document Owner will need to update page numbers as required*

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 7
Section 5 – Screening	Hold “Ctrl” and Click Here	Page 8
Section 6 - Physical Distancing	Hold “Ctrl” and Click Here	Page 10
Section 7 - Transition Times	Hold “Ctrl” and Click Here	Page 11
Section 8 - Cleaning and Disinfection Procedures	Hold “Ctrl” and Click Here	Page 12
Section 9 - Hand Hygiene and Cough / Sneeze Etiquette	Hold “Ctrl” and Click Here	Page 15
Section 10 - Personal Protective Equipment	Hold “Ctrl” and Click Here	Page 17
Section 11 - Occupational Health and Safety Act and Regulation Requirements	Hold “Ctrl” and Click Here	Page 19
Section 12 - Outbreak Management Plan	Hold “Ctrl” and Click Here	Page 21
Section 13 - Mental Health	Hold “Ctrl” and Click Here	Page 22
Section 14 - Additional Considerations	Hold “Ctrl” and Click Here	Page 23

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
Section 2 – COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff</u> and Students <i>(Will be send out at a later date)</i>	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/31/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	8/18/2020

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

We have created condensed documents for [staff](#), [students](#) and [visitors](#)

We will provide orientation to all staff and students

Visitor guidelines will be posted in office

Community – We will use school messenger, post our plan to website, hardcopies sent home the first day of school

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
Section 3 - RISK ASSESSMENT			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	Link to Risk Assessment Document	Done	8/18/2020

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

We have completed Risk assessment. We will be implementing controls to minimize risks. We will make adjustments as needed.

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
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	In Progress	8/31/2020
<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 - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	In Progress	8/31/2020
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	N/A	
<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	Not Started	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Parents will be informed that school access will be limited. They will be asked to phone the school to set up a phone conversation. If a parent needs to come into the school, they will be asked to wear a mask and enter through the main doors. They will go immediately to the sanitation station and wash hands, proceed to the office to sign in. Because of contact tracing, it is imperative that every person who enters the school sign in. The parent will review visitor guidelines. We will call child to the office for – parents will be asked not go to the classroom.

We will take staff/student attendance daily.

Students will be taught by teachers the rules for entering, exiting and moving throughout school.

We will send families information through messenger, and our website. We will also have signs posted which outline our protocols at all entrances.

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
Section 5 – SCREENING			
<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>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>In Progress</p>	<p>8/31/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p style="text-align: center;">Done</p>	<p style="text-align: center;">8/18/2020</p>
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Screening Notes: *Outline how screening requirements are being met.*

Screening Poster will be on all entrance doors. Staff will be aware of screening through our orientation. Staff must self monitor, if they become develop 2 symptoms, they must put on a mask and leave as soon as possible. Parents will need to go through screening with their children daily. If student becomes symptomatic, they must put on a mask and await pick up. They will wait in isolation area which is a small room in back hallway behind office. The isolation area will be cleaned after each use. Parents will inform school if their child has chronic allergies/sinusitis. We will ensure that all staff, students and families understand the screening tool. We will send to families and we will post on website.

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
Section 6 - PHYSICAL DISTANCING			

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → 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. 	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to Chartwells Operational Plan</p>	<p>In Progress</p>	<p>8/31/2020</p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p>Done</p>	<p>9/8/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Done</p>	<p>9/8/2020</p>
<p>Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.</p>	<p>Refer to sample signage</p>	<p>Done</p>	<p>8/31/2020</p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p>NB Reg 97-150</p>	<p>In Progress</p>	<p>9/11/2020</p>

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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)	Done	8/31/2020
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Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

Library will be wiped down between classes.

Coatrooms will have a shower curtain to keep the 2 classes that share the area separate

Gym changerooms – 1 class at a time

Staffroom – Traffic flow – we will have arrows and one way traffic through staff room. The maximum number allowed in will be 12

Washrooms - Classroom washrooms will be utilized by those classes equipped. If a student needs to use the washroom, they must wear a mask.

Stairways will be one direction. Signs will be posted

Hallways – one directional – they are wide enough to safely allow 2 way traffic

Assemblies – will be held outside or virtually

Evacuation drills – we will ensure muster points are 2M apart

We will have arrows on floor indicating traffic flow. We will be staggering entry so that classes are very small first 3 days so that teachers have a lot of time to review new protocols. Masks are mandatory when students are traveling throughout school on their own.

Designated playground areas are more than 2 meters apart.

Teachers will escort their class to the door at recess time and ensure the class keeps 2 meters away from any other class that may be exiting at the same time.

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
Section 7 - TRANSITION TIMES			

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.</p> <p>Provide time for food preparation and mealtimes.</p>	<p>District OHS Coordinator (<i>Guidance</i>)</p> <p>Refer to Return to School 2020 Document Pg. 13, 14, 15</p>	<p>In Progress</p>	<p>9/8/2020</p>
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Transition Times Notes: *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

We will have 2 different outdoor playtimes. Each class will have a specified area in which they play.

We have no food preparation

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
Section 8 – Outbreak Management Plan			

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>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.</p>	<p>Refer to Return to School 2020 Document – Appendix G</p> <p>Refer to Table – Make specific for your school</p> <p>Refer to WHMIS Overview Document</p>	<p>Done</p>	<p>9/8/2020</p>
<p>Washrooms:</p> <ul style="list-style-type: none"> → 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. 	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p>Done</p>	<p>9/8/2020</p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p>Done</p>	<p>9/8/2020</p>
<p>Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Return to School 2020 Document – Appendix G</p>	<p>Done</p>	<p>9/8/2020</p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p>Done</p>	<p>9/8/2020</p>

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Hand cleaning posters will be posted in all washrooms and in front of classroom sinks
Custodians will have a schedule to check washrooms and ensure they are adequately stocked
Masks are required when using washroom if not in bubble
Buses will be cleaned as per bus cleaning protocol
Cleaning of frequently touched items and surfaces will follow the standard cleaning and disinfection protocol
In event of outbreak, the outbreak cleaning and disinfection protocol will be followed
Classroom windows will be open as much as possible

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
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			
<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 and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	In Progress	9/8/2020
<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>		In Progress	9/8/2020
<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 *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	In Progress	9/8/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	9/8/2020

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 Community Mask Poster</p>	<p>In Progress</p>	<p>9/8/2020</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.*

Hand washing will occur upon entering classroom, before and after recess, before and after eating. Handwashing etiquette will be taught and enforced by teachers and staff. Posters will be in all classrooms and washrooms.
Each class will have a bottle of 362 cleaner/disinfectant
Each class will have a supply of hand sanitizer which will be used under direction of teacher
All staff and students must have a clean community mask readily available. They will be worn when physical distancing is not possible

Table 1

When Students Should Perform Hand Hygiene	When Staff Should Perform Hand Hygiene
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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 • after playing or learning outside. • before and after handling food; • after helping a student use the toilet; • after breaks; • after contact with bodily fluids; • after handling garbage; • after removing gloves; • before and after giving medications; and • whenever hands are visibly dirty.

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
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
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	In Progress	8/31/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	9/8/2020
Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		Choose an item.	Click or tap to enter a date.
Hand protection (gloves)	OHS Guide-PPE	In Progress	8/31/2020
Eye protection (safety glasses, goggles)	PPE Poster	In Progress	8/31/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	In Progress	8/31/2020
Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster	In Progress	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Every teacher will have a face shield available – if wearing a face shield – a mask must also be worn. If requested, teacher may also request a plexiglass “sneeze guard”

Gloves will be available to staff, however, frequent handwashing is preferred. Custodians must wear when cleaning isolation room

Safety glasses/goggles are available to staff upon request

Students and staff must wear a medical mask if feeling unwell

A personal plan will be developed for students unable to wear masks

We will have a supply of masks for those staff/students who forget

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
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	In Progress	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	8/31/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	In Progress	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	In Progress	8/31/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	In Progress	8/31/2020
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	8/31/2020
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

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>In Progress</p>	<p>8/31/2020</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 will review all documents with staff on August 31st. – We discussed duties, right to refuse process and outbreak management.

Our Joint health and safety committee will review operational plan monthly

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
Section 12 - OUTBREAK MANAGEMENT			
<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>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020
<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>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We will follow the Appendix K OUTBREAK MANAGEMENT

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
Section 13 - MENTAL HEALTH			
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 www.homeweb.ca <ul style="list-style-type: none"> • 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 & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	In Progress	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We will address this in our meeting on August 31st

We will revisit this throughout the school year

EAP posters will be visible

Mental health must be a focus for students as well

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
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	N/A	Click or tap to enter a date.
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		In Progress	8/31/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	In Progress	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

We have a daycare that operates in our school. We have a copy of their operational plan, and we will give them a copy of our plan.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

SPACE	FREQUENCY	PERSON(S) RESPONSIBLE
<i>This is a guideline, each school should adjust it to meet their specific requirements.</i>		
Plexiglass Barriers	if in class 1X per day, in office 3Xperday	Custodian
Door handles/knobs/push bars/light switches/elevator button/stairway railings/water fountain buttons/etc.	3x day	Custodian
Mail and delivery space	1X day	User
Photocopy area	Before each use	User
Washrooms	3x / day	Custodian
Meeting room	Before each use	User
Staffroom frequently touched surfaces	2 x / day	Custodian
Isolation Room/Area	After each visit	Custodian
Class room	1x/day (after class)	Custodian
	Between classes if different	Teacher/EA
Toys	Before each use	Teacher/EA
Desks/Chairs	1X day	Custodian
Playground	Wash Hands Before/After use	Student/teacher/EA
Gymnasium	1x/day	Custodian
Gym Equipment	Before each use	Teacher/student
Auditorium	1 X day	Custodian
Library	After each use	User
School Bus	2X/day	Bus Driver
Day care (on site/school)	Equal or more stringent than schools	User
External Organizations (Boys & Girls Club, Sistema)	Equal or more stringent than schools	User
PERSONAL SPACE		
Office/cubicle - personal items i.e chair, phone, etc.	1x/day or as needed	User
Personal locker	1x/day or as needed	User
Equipement used by children with special needs	Before/After each use	Teacher/EA

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

COVID-19 CONTAMINATED AREA		
COVID-19 Contaminated area	As directed by Public Health	Outbreak trained custodian

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Safe Return to School Guidelines for Parents/Guardians/Volunteers/Visitors - Lakefield School

We are looking forward to welcoming students back to Lakefield. There will be some different protocols in place for parents, visitors, volunteers, and other professionals this year. While we love having all our Lakefield families visiting/volunteering, we need to limit the number of people entering our building.

School Visitor Protocols:

1. If you need to talk to your child's teacher, please send him/her an email to arrange a time to have a phone conversation.
2. If you **need to** come into the school to pick up or drop off a student or items, please go through the Covid screening questions. If you have 2 or more symptoms, please do not come into the school. Upon arrival, ensure you are wearing a mask and enter through the main lobby doors **only**. Please go immediately to the lobby sanitation station and wash your hands before proceeding to the office to sign in. With the need of contact tracing, it is imperative every person who enters the school signs in and signs out. We will escort your child to the class or call your child to the office for you - please do not go to the classroom.
3. Drop off procedure- Drop off procedure- Student may be dropped off at school between 7:50- 8:05. You may use the student drop off loop or you may drop your child off on Winchester street so they can enter the school property through the back path.
4. Hallways - Our hallways are wide enough to have two people pass each other safely if we use the "student sidewalks" (grey tiles) and move throughout the school in the same fashion as traffic.
5. End of day procedures **1:30 grades K-2** - Students will be escorted to their bus. There are 2 options for parents picking up their children. You may pick your child up at the front of school, but you will wait in your car until the buses leave. The best alternative to pick up children is to park on Winchester, walk through the path to the modular doors where students will be lined up to leave. **2:35 grades 3-5** - Students will be escorted to their bus. Parents picking up their children will do so at the front of the school. You must wait in your car until the buses leave and then your children will meet you.
6. Illness at school - if a child becomes ill at school, she/he will be isolated, required to wear a mask until they are picked up. Parents will be contacted and it is imperative that the student be picked up within 60 minutes. Please have an emergency pick up person in case you are unable to be at the school within the 60 minutes.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Safe Return to School Guidelines for Students - Lakefield School

Please review the important information about the re-opening of Lakefield School for students on Tuesday September 8th.

Since March we have heard about the importance of social/physical distancing of 2m (6 ft), washing your hands with soap and water or use of hand sanitizer, proper sneeze cough etiquette, and the importance of community masks and this will continue to be critical in our safe return to school. Signs have been posted. The school/classrooms have all been thoroughly cleaned and the on-going cleaning practices will ensure standards are maintained. All students must bring 2 clean community facemasks every day.

IMPORTANT:

1. Before school - It is required that each student be screened before coming to school. Parents must use the Covid questionnaire. If a student has 2 or more COVID 19 symptoms, he/she MUST remain at home and 811, family physician or nurse practitioner should be contacted.
2. Drop off procedure- Student may be dropped off at school between 7:50- 8:05. You may use the student drop off loop or you may drop your child off on Winchester street so they can enter the school property through the back path.
3. Arriving at school - Students will come directly into school upon arrival. All students MUST wear a mask coming into school. If students arrive through the back path, they will enter the school at the modular door. The following classes will enter through the door that is accessed by stairs just past main doorways: 1 Paul, K Jensen, K Ellis, K Cosman, K Arseneau, 1-2 Martell, and 1 Bowes. The rest of the classes will enter through main doors. At the top of the main stairs 1 Taylor, 2 Wallace, 1-2 Meahan, 2 Marley and 2 Hubbard will turn left to go to class. The rest of the classes will turn right to go to their class. 5 McKay will use the stairs which come up in front of their classroom. The students will go directly to their coatroom, take off their outdoor gear, get their provisions for the day and enter class. Students must go directly to the sink/bathroom in their class and wash their hands thoroughly.
4. Washrooms - Classroom washrooms will be used. If a student needs to use the washroom and does not have one in their class, they must wear their mask.
5. Hallways - Our hallways are wide enough to have two people pass each other and maintain 2 m distance if we use the “student sidewalks” (grey tiles) and move throughout the school in the same fashion as traffic. Masks should be worn by the students if they are in the hallways without the teachers’ supervision.
6. Outside lunch recess - we will have staggered outside play times. ½ of the school will play first then eat, the other half will eat first and then play. All students will eat at the same time in their classrooms. Classes will have a specific area in the playground (which will be rotated weekly). Students are only permitted to play with students in their class. Students will be required to wash their hands before going out for recess and as soon as they come in.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

7. End of day procedures **1:30 grades K-2** - Students will be escorted to their bus. There are 2 options for parents picking up their children. You may pick your child up at the front of school, but you will wait in your car until the buses leave. The best alternative to pick up children is to park on Winchester, walk through the path to the modular doors where students will be lined up to leave.
2:35 grades 3-5 - Students will be escorted to their bus. Parents picking up their children will do so at the front of the school. You must wait in your car until the buses leave and then your children will meet you.
8. Illness at school - if a child has 2 or more covid symptoms at school, they will be required to wear their mask and be isolated. Parents will be contacted, and it is imperative that the parents make arrangements for the student to be picked up within 60 minutes.
9. Use of Non-Medical Face Masks - These are required to be worn only if the 2m physical distancing cannot be maintained like when travelling alone in hallways, to guidance, etc.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Safe Return to Work Guidelines Staff - Lakefield School

Please take a few minutes to review the information about the re-opening of Lakefield School before our meeting on Monday August 31st. When you return there will be a meeting to review the Operational Plan for our school and answer any questions you may have.

Since March we have heard about the importance of social/physical distancing of 2m (6 ft), washing your hands with soap and water or use of hand sanitizer, proper sneeze cough etiquette, and the importance of community masks and this will continue to be critical in our safe return to school. Signs have been posted. The school/classrooms have all been thoroughly cleaned and the on-going cleaning practices will ensure standards are maintained. All staff must bring 2 clean community facemasks every day.

IMPORTANT:

1. Before school - It is required that each staff member screen themselves using the Covid 19 questionnaire. If you have 2 or more COVID 19 symptoms, you **MUST** remain at home and contact 811, your family physician, or a nurse practitioner.
2. Use back entrance only - GNB Covid 19 poster will be there. Please note Question #1 includes many cold symptoms such as fever above 38 degrees C., new or worsening chronic cough, a sore throat, a runny nose, a headache. Often, we come to work if we have a head cold or cough; however, it is important to note that if you are experiencing any of the symptoms mentioned above, you should not be coming into the school.
3. Washrooms - If you have a washroom in your classroom please use it. Staff will wear mask in common areas.
4. Hallways - Our hallways are wide enough to have two people pass each other and maintain 2 meter distance if we use the “student sidewalks” (grey tiles) and move throughout the school in the same fashion as traffic.
5. Offices/Classrooms - In the past we were very accustomed to going to each other’s offices and classrooms it is now required to have the 2m distance. If that cannot be maintained please ensure a mask is worn.
6. Kitchen/Lunch Room - Chairs have been removed from these areas so seating is 2 meters apart. You may want to consider eating at your desk, going out or having a picnic for some fresh air. Wipes will be provided in the kitchen and as you leave the table, please take time to wipe it off.
7. Photocopiers - Wipes will be available at each copier and it is important after use to wipe off the keypad or any other area you have touched. Please leave the wipes by the copiers.
8. Computers/desks - Offices/classrooms will be cleaned thoroughly by our custodians; however, it is a good practice to use a wipe for your keyboard, and desk throughout the day and these will be available.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

9. Use of community face masks - These are required to be worn if the 2m physical distancing cannot be maintained. It is mandatory that you bring a non-medical face mask to work in case it is needed, just like we do when we enter any other public building (e.g. Costco or a grocery store).
10. Hand hygiene, physical distancing of 2m, and masks, when distancing is not possible, will help to stop the spread of COVID-19. We all have a role to play in this and you are encouraged to remind your colleagues to follow these critical points. Sometimes people forget and it is important we accept a gentle reminder from a colleague.

COVID-19 OPERATIONAL PLAN FOR AFTER SCHOOL PROGRAMS

K-PARK ELEMENTARY SCHOOL

LAKEFIELD ELEMENTARY SCHOOL

KID ZONE 3 (Chris Saunders School)

QUISPAMIS UNITED CHURCH

KID ZONE TOO

THIS PLAN IS FOR OUR PROGRAMS TO ADDRESS PUBLIC HEALTH MEASURES DURING THE COVID-19 RECOVERY IN NEW BRUNSWICK

OVERVIEW: a guidance document was provided to us by the Office of the Chief Medical Officer of Health. These measures are in place for now and could be lifted, changed, or stricter measures imposed based on the spread of the virus. There will be licensing staff assisting Kid Zone to help implement these measures.

CAPACITY AND GROUPING OF CHILDREN:

We are permitted to open and operate at full capacity for our licence, using a grouping method known as “bubbles”. Daily logs are to be kept for each bubble. Children shall be placed in self-contained groups, maximum for grades K-6 is 15 children. The intent of the grouping method is that the children stay together throughout the day which helps minimize social contacts and will aid in contact tracing should an outbreak occur. Groups are to remain the same with no reconfigurations due to low attendance or as numbers dwindle at the end of day. It is advised to limit the movement of children between groups to no more than once per week to accommodate changes in numbers due to vacations, the natural transitioning between age groupings and changing attendance in programs. Physical distancing is not required within groups but we will encourage children not to touch each other and to practice good personal hygiene.

****Depending on how the pandemic progresses in New Brunswick, these temporary limits could be relaxed or become more stringent.**

ROLES OF PARENTS, EDUCATORS & VISITORS

Parents, educators and others who may need to enter the facility play a critical role in preventing the spread of the virus. We need to work together on these measures being put in place to mitigate the risk of transmission BUT adults must also continue to be hypervigilant about monitoring for symptoms and hygiene practices as well as continue to minimize non-essential movement outside of your home. Parents are responsible for reviewing the screening questions with their children and only sending their child to the program when they are well and have met the criteria outlined in the screening questionnaire. Educators must assess themselves for symptoms by completing the screening questionnaire prior to attending the program which includes doing a temperature check. When interacting with other adults and social distancing is not possible, community masks should be worn. Educators are to organize their bubbles and social distance from other groups at all times. A daily log must be kept for each self-contained group that would include the names of those in the group, the daily attendance record, the date the group was established as well as the daily temperature (if applicable) for each child in the group including the educator.

RECORDS, SCREENING, AND DROP-OFF-PICK-UP:

We will require records of all household members for each child attending our program including contacts (names/numbers). Please copy this on paper and submit to the Educator upon your child's return. It is encouraged that only one identified adult per family be responsible for the pick-up of the child/children at the program. We will also need accurate pick-up times submitted on the paper. Pick-ups are to be managed outside or at the entrance door, unless the adult absolutely needs to come into the facility. Then we would proceed with asking the questionnaire and taking their temperature. We are required to keep a complete list of staff, volunteers, and children and visitors who work, attend or visit the program regardless of the duration. This must include their names, contact information, and the date and time they are in the facility.

CLEANING AND DISINFECTION:

We will increase the frequency of cleaning and disinfection of high-touch surfaces. I will have schedules in place with clear accountability assigned to specific staff. We will use authorized disinfectants recommended by Health Canada.

PERSONAL HYGIENE:

HAND WASHING remains the best way to prevent the spread of the virus. The children will be supervised and required to wash their hands thoroughly many times throughout the day. Approved hand sanitizer may be used when educators or children do not have access to soap and water (outdoors mostly). We will encourage children to avoid touching their face and others, to sneeze, cough into their elbow...etc

SNACKS:

Children will use the washroom before snack and wash their hands thoroughly. We will stagger snack times (when necessary) and all children will eat with the others in their bubble. We will keep a 2 metre distance from other tables, should there be another group eating at the same time. Most of our snacks will consist of pre-packaged foods served to the children. Waste will be disposed immediately.

OUTDOOR PLAY AREAS:

We will make good use of our playground, walking areas and lots in order to maintain the proper distancing amongst groups. We may stagger outdoor times depending on the weather and daily attendance. All children will wash their hands before and after outdoor play.

OUTBREAK MANAGEMENT PLAN:

An outbreak is one confirmed case of COVID-19 or two or more suspected cases of COVID-19. Kid Zone would advise Public Health of a confirmed case or if there are two suspected cases. Public Health will investigate what we report and declare an outbreak if appropriate. If an outbreak is declared, this program will close until further notice.

DAY TO DAY PLAN:

--There will be an On-site Administrator for each program and their name will be posted. She will provide families with the cell phone number. She will manage the programming along with her educators.

--Each program will have 3 bubbles of up to 15 children each

--She will make sure all educators have completed their questionnaire and temperatures prior to arriving.

--cleaning schedules will be posted. She will do the checklist daily and assign jobs to her educators

--She will monitor all cleaning supplies and learning materials

--All educators will arrive prior to the children. After washing their hands, they will proceed to fill out their daily logs while maintaining social distancing from the others. They will keep all information concerning their children separate from others. They will know the pick-up times of the children in their bubble, to make this easier for parents. They will have daily routine schedules which gives access to classrooms, gym and outdoor play. Areas must be cleaned after use.

--The educators will each individually determine a meeting place daily for their groups, once the children are dismissed from classes, while maintaining social distancing. This can be in the classrooms, gym or near the exit to the playground.

--Frequently touched areas will be sanitized after using by the educators in each group

--Educators will be responsible for the daily function of their space. They will not share or interact with other groups and must keep a 2 metre distance from others when using washrooms, transitioning to other areas such as outdoors, gym...

--All informative posters will be posted for educators concerning hand washing, self monitoring, cleaning and disinfecting, use of face masks.

--A copy of this Operational Plan is to be posted