

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 checklist 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	Hampton High School
Principal (Signature)	
School District Official (Signature)	
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 (<i>October Review</i>)	Date	Name (<i>February Review</i>)	Date
_____	_____	_____	_____
Name (<i>November Review</i>)	Date	Name (<i>March Review</i>)	Date
_____	_____	_____	_____
Name (<i>December Review</i>)	Date	Name (<i>April Review</i>)	Date
_____	_____	_____	_____
Name (<i>January Review</i>)	Date	Name (<i>May Review</i>)	Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Special Needs bus must use Exit door on bottom floor as Entrance	September 4, 2020
Changing Rooms can accommodate 6 students at a time; red x marks to indicate where to sit	September 4, 2020
Contact Tracing Sheets added to every lunchroom	September 8, 2020
Isolation Room moved from Theatre to Music Room for semester one	September 11, 2020
Public Health: Return to Class Protocol sent to staff	September 16, 2020
VP will meet with students in her office with Plexiglass barrier	September 23, 2020
At dismissal, students who walk, drive or get picked up go first to reduce congestion for buses	September 23, 2020
Added two directional arrows in hallway by main staircase on right side only	October 27, 2020
Contact Tracing sheets for the Learning Commons	October 1, 2020
Changing rooms are closed during evening and weekend basketball games	November 12, 2020
Move to Orange Phase – adjustments throughout Operational Plan (in italics)	November 23, 2020
Staff rooms closed – signage posted	November 23, 2020
Classroom tours to let all students know of masks inside and out, carpooling, 2-metre distancing for eating	November 23, 2020
Staff rooms open with capacity numbers posted on doors	January 4, 2021
Return to Orange Phase	January 6, 2021
Staff rooms closed for eating	January 6, 2021
Plexiglass barriers installed in Learning Commons	January 19, 2021
Staff rooms closed (fridges, microwaves, coffee machine, etc.)	January 20, 2021
Microwaves removed from upstairs and downstairs	January 20, 2021
Screening of all employees before entering building	January 21, 2021

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Vending machines closed	January 20, 2021
Updated to Return to Orange Phase	January 27, 2021

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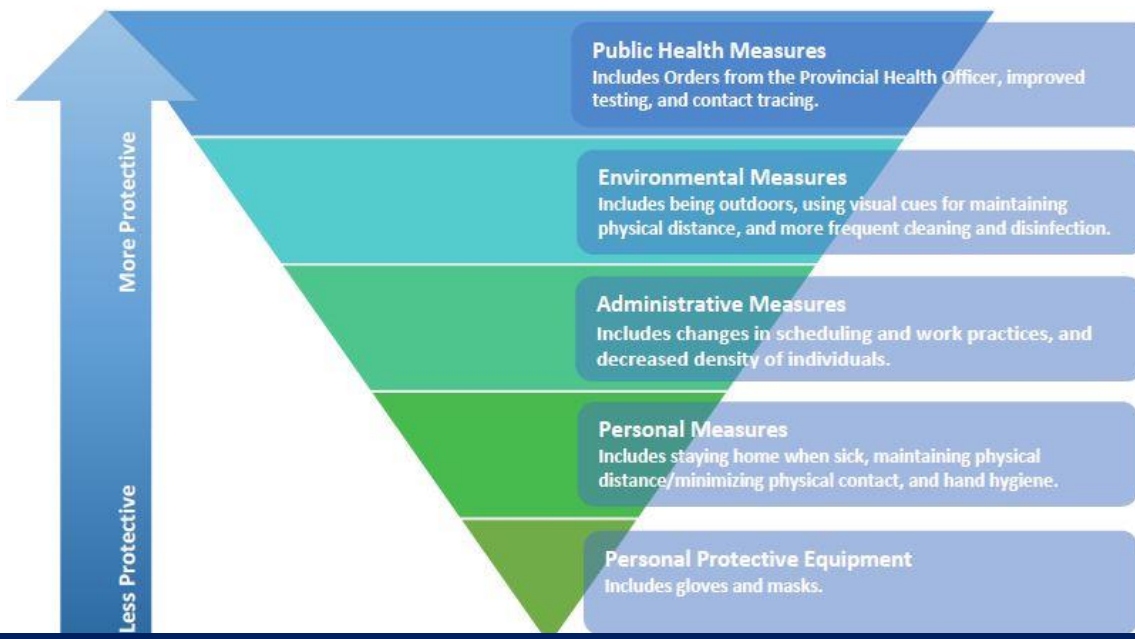
Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls	Hold “Ctrl” and Click Here	Attached
Section 2 - Communications	Hold “Ctrl” and Click Here	Page 5
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Section 9 - Hand Hygiene and Cough / Sneeze Etiquette	Hold "Ctrl" and Click Here	Page 16
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Section 11 - Occupational Health and Safety Act and Regulation Requirements	Hold "Ctrl" and Click Here	Page 21
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

The best prevention controls in a school/district are achieved by first focusing on recommended physical distancing requirements and taking every reasonable step to configure the physical site to apply an appropriate physical distance between people. All must practice appropriate hand hygiene and cough / sneeze etiquette. Once all reasonable options in a category have been exhausted, move to the next category. Refer to table below for clarification.



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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.

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 Staff and Students <i>(Will be send out at a later date)</i>	Done	8/31/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	In Progress	9/3/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	9/3/2020

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

Our school will provide all staff an in-depth review of the Operational Plan on Monday, August 31, when teachers return, and again Friday, September 4 when Educational Assistants return. Custodial staff will assist with the physical layout of the building with all signage. The Operational Plan will be reviewed with them ahead of them assisting with this task. Any Custodial staff who did not receive the presentation prior to assisting with the signage will be present Friday, September 4 with Educational Assistants to review the Operational Plan.

The Visitor Guidelines have been posted at our school's reception. This information has been communicated home as of Monday, August 24. Visitor Guidelines will be posted on our Website and on our Facebook page as well. All supply teachers, supply EAs, and supply custodians will need to review the Operational Plan, which will be posted on our website September 3, before entering the school. Each door will have a poster notifying Visitors that they are only allowed entry into the school when an appointment has been made with the school principal. Visitors requesting an appointment are to call 832-6024.

The information regarding the process for visiting the school will be communicated to our students' parents/guardians through a letter communicated home and via email, Facebook, school website and Twitter on Thursday, September 3. We will continue with frequent communications to our parents and guardians via these means, regarding any relevant changes and updates to our Operational Plan.

The Operational Plan will be presented to all students the week of September 8 through 11. Through a staggered entry, students will receive a PowerPoint presentation about the Operational Plan, and all grade nine classes will have a guided tour throughout the entire building to be sure they understand the layout and all signage. Part of the presentation is a map of the school with the directional arrows to be followed.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	8/13/2020

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

Our school has completed the above-mentioned risk assessment. All known risks have been assessed and we have implemented controls to minimize the risk as described in this Operational Plan. The Risk Mitigation document is attached. We will adjust this plan as necessary to ensure the risk to all stakeholders' remains as low as possible.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	Done	8/18/2020
<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	In Progress	9/14/2020
<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	In Progress	9/8/2020

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

We will communicate with parents/guardians that school access will be by appointment only and via the school principal only. People dropping items off will use the “buzzer” located outside the front door of the school and reception staff will go to the door and collect any items with the Visitor remaining outside. All doors will remain locked from the outside during the day excluding arrival time, dismissal time and noon hour. Each door will have posters indicating Visitors are by appointment only. This will be communicated home to parents and guardians via talk mail, email, Facebook, school website and Twitter.

If a Visitor is permitted to enter the school, they will directly to Reception, where they will be asked to review the Visitor Guidelines, and sign in with Reception. Each Visitor must sign out upon leaving the school. All approved visitors must wear a mask.
DURING THE RED PHASE NO VISITORS WILL BE PERMITTED IN THE BUILDING.

Reception will be responsible for keeping a log of all staff and students who leave the building for an extended period of time. Attendance will be taken of all students on a daily basis. A daily log will be kept for students using the Learning Commons for internet.

DURING THE RED PHASE ACTIVE SCREENING WILL BE DONE DAILY FOR ALL STAFF.

The two front doors on the left will be designated grades 9/10 and grades 11/12 and will be **ENTRANCE ONLY**. This will be the entrance for students arriving by bus and whom their parents and guardians have dropped off. In the back parking lot, there will be **ONE** door that is designated **ENTRANCE ONLY** and this will be for students who walk and those students who drive themselves. All other doors in the school are **EXIT ONLY** and will be clearly marked. The exception will be the Exit door at the back of the school, by Resource, as this is where the Special Needs bus will drop off and pick up student. Teachers will be on bus duty outside the front doors to ensure masks are on before students enter the school and to 2-metre physical distancing is followed. The hallway directly inside the door is clearly marked with a lane and arrows. All doors will have hand sanitizer at the entrance and students must sanitize their hands upon entry. **DURING THE RED AND ORANGE PHASE STUDENTS MUST WEAR MASKS OUTSIDE.**

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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>	In Progress	8/26/2020
<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>	Done	8/24/2020

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

The most up to date GNB Screening Posters are posted on ALL entrance doors. Staff will be advised of screening requirements within the Orientation to Staff on the first day back. Staff must self-monitor for two or more symptoms at all points throughout the day and will be aware that should they become symptomatic, they must put on a mask and go home as soon as possible. Staff have been sent the Public Health: Return to Class protocol September 16, 2020.

DURING THE RED PHASE, ALL STAFF WILL BE ACTIVELY SCREEN AT THE ENTRANCE TO THE SCHOOL.

DURING THE RED PHASE, STUDENTS AND THEIR PARENTS ARE TO SCREEN FOR ONE SYMPTOM AND ARE TO STAY HOME AND CONTACT 811 IF THEY HAVE ONE SYMPTOM.

If a student becomes symptomatic while at school they must put on a mask (medical mask will be provided), call for a parent to pick them up. Students waiting for transportation home will remain in the cafeteria, which is closed to students. Students will remain in this area for a maximum of one hour. The Isolation Area has metal stools that will be cleaned between each use following procedures within the Standard Cleaning and Disinfection Document. A designated staff member will monitor students in the Isolation Area.

Masks will be worn by anyone in the Isolation Room and 2-metre physical distancing practiced.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			
Implement physical distancing protocols. → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> . Itinerant professional information in Return to School 2020 Document pg. 18 Refer to Chartwells Operational Plan	In Progress	8/28/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/18/2020
Evaluate options to reduce the number of people required onsite.		Done	8/18/2020
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.	Refer to sample signage	Done	8/28/2020

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<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>9/18/2020</p>
<p>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.</p>	<p>District Facilities (Maps)</p>	<p>In Progress</p>	<p>8/28/2020</p>

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

In the Orange Phase, students and staff are to wear a mask their entire school day, with the exception of when they are eating. This includes outside. School personnel are required to wear a mask at all times at school, except when they are eating or sitting alone in their closed office or classroom. This includes outside. Students and staff who are eating must be 2-metres apart. The second exception for wearing a mask is when participating in physical activity, ie physical education class.

Hallways are one direction but there are exceptions as staff may need to leave classrooms during class to get to a printer or copier and may go against one directional arrows when student traffic is low. Staff on duty will also move through hallways and may be against one directional arrows during supervision.

IN THE RED AND ORANGE PHASE, STAFF ARE TO WEAR MASKS INSIDE THE BUILDING AND OUTSIDE. THE ONLY EXCEPTION IS WHEN EATING AND STAFF ARE NOT TO EAT WITH ANOTHER STAFF MEMBER.

Classrooms will be set up to provide 1 meter physical distancing and desks will be placed apart, and placement indicators will be marked on the floor for visual ease. Class sizes have been reduced with a maximum capacity. Classes with round tables will have plexi glass barriers with two students per table. The Learning Commons has had plexi glass barriers installed in the middle of tables with one student at each end. This group of students require internet access.

The cafeteria will be closed until further notice. This space will be used for students requiring internet access.

Students will have the option to use staff supervised lunchrooms. Lunchrooms will be cleaned before and after eating as per Standard Cleaning and Disinfection Document. Teachers will keep a log of students in each lunchroom. 2-metre physical distancing will be followed in lunchrooms. Each lunchroom has a Contact Tracing sheet posted where students must sign their name.

Elevators will be one person only with signage posted. The exception will be two adults if it is to assist students with special needs. Staff rooms will be for washroom use, refrigerator use for lunches, and microwave use and coffee. There will be no eating in staffrooms and this will be posted on staffroom doors. DURING THE RED PHASE CLASSROOMS HAVE A MAXIMUM NUMBER FOR EATING.

DURING RED PHASE, MICROWAVES HAVE BEEN REMOVED.

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STAFF ROOMS ARE CLOSED EXCEPT FOR BATHROOM USE DURING THE RED PHASE.

Student bathrooms will have a maximum occupancy of 3 students and will be monitored for overcrowding. *Masks are to be worn in washrooms.* Signage indicating maximum number of persons will be posted, along with proper hand hygiene procedures.

Changing rooms in gymnasium will be six students at a time, masks must be worn, and 2-metre physical distancing practiced.

Benches have been marked with a red x to indicate where students should sit, to be sure 2-metre physical distancing is practiced.

Furniture has been removed from the lobby and benches have been removed from hallways.

Library will be used as a classroom and for students who require internet access. 1-metre physical distancing practiced *and students and staff must be masked.* The Library will be a place for students during noon, and 1-meter physical distancing *with masks worn,* and Disinfection procedures will occur. Plexi glass barriers have been installed on all tables. Students wishing to sign out books will notify their homeroom teacher. Library has a sheet for contact tracing that students must sign when working there for the day. We currently bring in students with no/poor internet.

Guidance is by appointment only and via the Reception in the Main Office. Plexi glass has been installed between Guidance Counsellor and student.

Theatre will be closed as it is the room for yoga.

Lockers will be spaced by one locker. Students in A group will be every other locker, and students in B grouping, who attend opposite days, will be lockers between. Lockers will be storage only as classrooms will have space with furniture removed for 2-metre physical distancing.

Hallways and stairwells are one direction only, with the exception of the hallway leading to the bus entrance and exit, which will be clearly divided and marked and at the bottom of the main staircase which will have two directional traffic on the right side only.

Meeting rooms will be closed. *Meetings will take place virtually or by conference call.* Staff may travel against one-directional arrows during class time and low traffic times, to gather teaching materials from printer or copier. Staff may travel against one-directional arrows during supervision.

If people enter our offices, it is only if they are able to maintain the 2-meter physical distance *and they are to be masked.*

Vice Principal will meet with one student at a time in her office, as plexi glass barriers have been installed. If meeting with more than one student, the meeting will take place in the staff room, which has space to provide two meter physical distancing. *Everyone is to be masked entire time.*

There will be virtual assemblies and virtual large group activities only.

Evacuation Drills will continue as planned and muster points will be staggered. School maps will be posted in all classrooms indicating directional pathways. These maps will be sent home to students before school starts. **NO FIRE DRILLS WILL TAKE PLACE DURING RED PHASE.**

At the end of the day, dismissal will occur by bus number and using announcements to have a staggered dismissal. **STUDENTS AND STAFF MUST WEAR A MASK WHEN OUTSIDE.**

Students waiting for drives home will be seated in the library and 2-metre physical distancing will be followed. This area will be supervised. Dismissal begins with students who drive, walk or get picked up, as this reduces congestion for buses at the end of the day. *Students have been reminded that carpooling is prohibited during the Orange and Red Phase except when traveling to and from school, as we are to maintain in our one household bubble.*

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings. Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15	Done	8/18/2020

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

Morning break outside the classroom is eliminated and this amount of time will be incorporated into the end of period 2, so students are able to have a nutrition break while remaining in their classroom. Students will wash hands or use hand sanitizer before eating their snack. *Due to move to Orange Phase, students will be 2-metres apart as masks must be removed for eating. Some rooms will have students move to classrooms that have space so they are able to eat.*

Lunches have been staggered with grades 9 and 10 having lunch first (13 classes) and then grades 11 and 12 having lunch second (11 classes). Lunches will be 45 minutes for each grade. Students will have access to lunchrooms during noon hour and will be encouraged to eat outdoors as weather permits. All lunchrooms will be supervised and contact tracing sheets will be posted. DURING RED PHASE, LUNCHROOMS WILL HAVE A MAXIMUM CAPACITY THAT WILL BE POSTED. TEACHERS WILL POST A SECOND SIGN WHEN LUNCHROOM IS FULL. Cleaning and Disinfection protocol will be followed at the beginning and end of lunch, to clean desks and chairs used by students.

During dismissal, students will be dismissed by those who walk/drive/get picked up first, then bus number to eliminate crowding in the hallways.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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 Refer to Table – Make specific for your school Refer to WHMIS Overview Document	In Progress	8/28/2020
Washrooms: → Equip with running tap water, liquid soap, paper towel, <i>(forced air dryers in many locations)</i> , toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	Done	8/18/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	N/A	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>	Refer to Return to School 2020 Document – Appendix G	Done	8/18/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/18/2020

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

Hand Cleaning posters are posted in all washrooms.

Custodian will frequently check to ensure washrooms are adequately stocked with soap, paper towels, etc.

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

Cleaning of equipment and frequently, touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document. Specific classes will indicate, on their syllabus, the cleaning procedures that will be followed in their classroom.

In the event of an outbreak, we will ensure all areas are properly cleaned as per the Cleaning and Disinfection Protocol.

All staff will open windows whenever possible, and report any issues with ventilation to the Principal, who will report to Facilities Management immediately.

Vending machines and student microwaves will be accessible to students, and will be part of the Custodian Cleaning and Disinfection procedures.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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>	Done	8/31/2020
<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>		Done	8/31/2020
<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>	Done	8/31/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/31/2020

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>8/31/2020</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.*

Students will receive a PowerPoint the first day of school outlining proper Hand Hygiene, Cough/Sneeze Etiquette, along with instructions on how to properly wear a Mask and how to clean a Mask.

Each classroom will have Hand Sanitizer, which will be under the supervision of the teacher. Classrooms will be equipped with 362 Cleaner. There will be one bottle for each classroom, 51 bottles total. Custodians will monitor supply levels. Each classroom will also be equipped with paper towel. Classrooms will have a Disinfection table with all supplies.

All staff and students are required to have a community mask readily available, which is to be worn *from the moment students get on the bus and throughout the entire school day, except when participating in physical education class*. Masks are to be worn everywhere *including* when seated in the classroom. **DURING RED PHASE, MASKS MUST BE WORN AT ALL TIMES OUTSIDE AND INSIDE THE SCHOOL, EXCEPT WHEN EATING AND STUDENTS MUST USE 2-METRE PHYSICAL DISTANCING.**

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.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	Done	8/18/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		In Progress	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:		In Progress	9/8/2020
Hand protection (gloves)	OHS Guide-PPE	In Progress	9/8/2020
Eye protection (safety glasses, goggles)	PPE Poster	In Progress	9/8/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	In Progress	9/8/2020
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

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

Every teacher will have a face shield available. District will supply plexiglass “sneeze guards” as requested. Main Reception has a plexiglass barrier installed.

Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning Isolation room. Staff in isolation room monitoring students must wear mask.

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

All teachers will have a face shield to wear when physical distancing cannot be maintained. A community mask must also be worn with a face shield.

Students and staff who feel unwell will be provided a medical mask to wear. These masks are not to be reused.

A personal plan will be developed for students who cannot wear a mask due to a documented health condition, or other exceptionalities.

We will have a supply of masks available for students or staff who forget them.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	Done	8/18/2020
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	Done	8/10/2020
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

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<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p>N/A</p>	<p>Click or tap to enter a date.</p>
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

The JHSC is part of the group who completed the Risk Assessment document and ways to mitigate risk. We will review the Orientation with all our staff and will discuss employee rights, protocol training, right to refuse process, vulnerable persons, etc. Our JHSC will be involved with monthly reviews and updates of this Operational Plan. All staff will receive the updates to our Operational Plan.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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>	Done	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 a staff member who has tested positive for COVID-19 advises the district, they must then report it to WorkSafeNB.</p>	<p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/31/2020

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

We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	Done	8/31/2020

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

We have shared Mental Health resources during our Orientation. We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
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	In Progress	8/31/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		Done	8/17/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/17/2020

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<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> • • • • • 		<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 will continue our lunch program for students in need following food preparation protocol. Students will not serve themselves. Chartwell's will notify us of their Operational Plan and when cafeterias plan to open. We will be turning off all fountains and have two bottle refilling stations. Students will be asked to bring in water bottles and we will make them available for purchase at the office. Signage has been posted to remind people not to touch the bottle to the spout, and that drinking fountains are closed.