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.

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| **School Name** | Chris Saunders Memorial Elementary |
| **Principal (Signature)** | Michael Wilson |
| **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.**

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|  |  | October 14, 2020 |  |  |  |  |
| Name *(October Review)* |  | Date |  | Name *(February Review)* |  | Date |
|  |  | Nov 18, 2020 |  |  |  |  |
| Name *(November Review)* |  | Date |  | Name *(March Review)* |  | Date |
|  |  | DEC 9, 2020 |  |  |  |  |
| Name *(December Review)* |  | Date |  | Name *(April Review)* |  | Date |
|  |  | Jan. 13, 2021 |  |  |  |  |
| Name *(January Review)* |  | Date |  | Name *(May Review)* |  | Date |

**Utilize this page to track your changes.**

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| **Section(s) Updated -** *(List the section numbers only)* | **Date Updated** |
| Transition Times p. 16 | Sep 20, 2020 |
| Screening p. 8 | Nov. 19, 2020 |
| Physical Distancing p. 14 | Nov. 19, 2020 |
| Transition Times p. 15 | Dec. 10, 2020 |
| Screening p.9 | Jan 22, 2021 |
| Physical Distancing p. 13 | Jan 22, 2021 |
| Personal Protective Equipment p. 25 | Jan 22, 2021 |
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| Section 3 - Risk Assessment | [Hold “Ctrl” and Click Here](#RiskAssessment) | Page 6 |
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| Section 7 - Transition Times | [Hold “Ctrl” and Click Here](#TransitionTimes) | Page 15-19 |
| Section 8 - Cleaning and Disinfection Procedures | [Hold “Ctrl” and Click Here](#CleaningAndDisinfecting) | Page 19-21 |
| Section 9 - Hand Hygiene and Cough / Sneeze Etiquette | [Hold “Ctrl” and Click Here](#HandHygieneRespiratoryEtiquette) | Page 22-23 |
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| Section 12 - Mental Health | [Hold “Ctrl” and Click Here](#MentalHealth) | Page 28-29 |
| Section 13 - Additional Considerations  | [Hold “Ctrl” and Click Here](#Other) | Page 30 |

**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*](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.

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 2 - COMMUNICATIONS** |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for [Staff](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) and Students *(Will be send out at a later date)* | **Done** | **8/13/2020** |
| Communicate operational strategies, provided orientation to visitors.  | [Refer to Visitor Guidelines](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B22AA0B74-5E41-4123-925A-6528BCDDAA3F%7D&file=COVID-19%20Visitor%20Guidelines.docx&action=default&mobileredirect=true) | **In Progress** | **8/31/2020** |
| Communicate operational strategies to parent/caregiver and school community. | District Communications[Refer to Guide for Parents and the Public](https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf)  | **In Progress** | **9/3/2020** |

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| **Communication Notes:** *Describe how expectations are being communicated to the various stakeholders.* |
| **I will reach out to all my stakeholders via e-mail which will include the approved Operational Plan. In addition, I will encourage and invite visiting professionals to my initial virtual staff meeting on Aug 31. There will be a Return to Work/Operational Plan Debrief to start the staff meeting. Since I know the contact person for each of my visiting professionals, I will ask for a meeting with any person who cannot attend the staff meeting portion. As well, on their first visit to the school, I will review the aspects of the plan dealing with social distancing, movement and mask wearing, etc. Visitor Guidelines will be posted at all entry ways.****As per the Letter Home to Parents, I will be sending out information through the School Messenger System. Within these messages, I will include my e-mail and phone number and encourage families to reach out for follow-up questions. The Operational Plan will also be placed on the school website and the link and constant reminders sent via Messenger to families. We will also start our School Newsletter earlier this year (before school starts) and will refer to the Operational Plan in each weekly Newsletter. I always resend communications sent from District to Families.** |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **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](https://nbed.sharepoint.com/%3Ax%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BD1F8DCCD-0B63-48CB-9355-07AB22AC8308%7D&file=Copy%20of%202020%20July%202%20DRAFT%20%20COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx&action=default&mobileredirect=true) | **Done** | **8/13/2020** |

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| **Risk Assessment Notes:** *Describe that the Risk Assessment has been completed, include a link to it if possible.*  |
| **I have completed and reviewed the Risk Assessment in conjunction with two other members of the J H & S Committee. We will review again the first week the teachers and E.A.’s return to revisit the document.**[**https://nbed-my.sharepoint.com/personal/michael\_wilson\_nbed\_nb\_ca/Documents/COVID-Return%20to%20Work/COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx**](https://nbed-my.sharepoint.com/personal/michael_wilson_nbed_nb_ca/Documents/COVID-Return%20to%20Work/COVID-19%20Risk%20Assessment%20Questions%20for%20Schools.xlsx) |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **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](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FPublic%20Access%20and%20Photo%20Copier%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/20/2020** |
| 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.Attendance is required on a daily basis for staff and students. Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL | Use a visitor log - [See sample visitor log.](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BCBF9A979-BE35-4C6C-93F7-D6F587FC2FF0%7D&file=Sample%20Visitor%20Log.docx&action=default&mobileredirect=true) [Refer to Administrative Assistant 1-Pager](https://nbed.sharepoint.com/%3Aw%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B5772D2C0-D89F-4C43-909C-B8933EE5A5E7%7D&file=One%20Pager%20-%20Admin%20Assistants.docx&action=default&mobileredirect=true) | **In Progress** | **8/20/2020** |
| 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** | **n/a** |
| Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times. *\*Keep in mind children walking, parent drop off, buses, etc.**\*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.* | Refer to Return to School 2020 Document Pg. 5 | **Done** | **8/20/2020** |

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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.* |
|  **The same channels as stated above under communication will be in place to parents/families.****Obviously, we will have all necessary signage on the main entry. All signage updated due to Screening Questionnaire changes. All doors are locked from the outside except the main lobby entrance. As a new school, all visitors are ‘buzzed’ in. We will maintain a sign-in and sign-out sheet for all who enter. All visitors will require administration permission before being permitted entry. Maintenance personnel with the Province will still require sign-in, however, will not require prior permission. We will use the sample visitor log.****We have a multi-door entry for the start of the school day. Certain grades will be asked to enter specific doors, lessening contact with those outside their bubble. We will have increased duty presence to ensure masks are worn entering the building. The younger (K-2) students will use the closest door (main door), which also has the widest space and hallway for physical distancing. The grade 3 & 4 students will have their own door (gym door). The grade 5 students will walk around to the back of the building and enter through the back door by the play structure.**  |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 5 - SCREENING** |
| Ensure that all staff entering the building understands and implements the screening process.Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.Students of age can screen themselves or have a parent screen them daily before coming to school.  | [Refer to Screening Tool](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/ScreeningEF.pdf) Refer to Return to School 2020 Document Pg. 9, 10 | **In Progress** | **8/31/2020** |
| Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask *(medical preferred),* to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.*Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.* | Refer to Return to School 2020 Document – Appendix K | **Done** | **8/17/2020** |

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| **Screening Notes:** *Outline how screening requirements are being met.* |
| **As stated previously, I will be holding a staff meeting first day back for staff (Aug 31). The first part of the meeting will be only related to the Operational Plan, all other school matters will be discussed separately. It will be explained to all staff that they must self-monitor each day before coming to school and during the day.**  **The screening tool will be posted in the main entry way. While I realize the Superintendent will be sending a letter to parents, I will also reiterate these screening points via messenger. The Operational Plan will be sent by messenger and added to website. Important points will be sent as reminders to families, e.g., parents/guardians will monitor their child for symptoms.****We have a designated self-isolation space which will be cleaned after each use (using the Standard Cleaning & Disinfection Document). Masks will be available for student and staff member supervising the child, including PPE for staff.****(New) During Red Phase, we actively screen ALL staff beginning at 7:15 a.m. and throughout the day. All staff have been informed of this change and are abiding. Station set-up at the front (main) door with spray disinfectant and hand-sanitizer. We have a laminated copy of the screening questions and a pre-populated document listing staff (with a few extra spaces to record new visitors). In the staff list we record time-in, whether hands sanitized, confirmation that screening questions asked and record of their responses. Lists for each day will be saved in case of contact tracing requirements.** |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 6 - PHYSICAL DISTANCING** |
| Implement physical distancing protocols. * Classroom, lunchroom, elevators *(indicate where to stand within elevator if enough space, mask use, number of persons permitted)*, staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers *(recommend not to use lockers as much as possible)*, etc.
* Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.
* Arrange furniture to promote physical distancing requirements *(including reception area).* 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 *various sections.*Itinerant professional information in Return to School 2020 Document pg. 18 [Refer to Chartwells Operational Plan](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FFinal%20Project%20Spark%20Chartwells%20k12%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/20/2020** |
| Plan all assemblies or other school-wide events *virtually or outdoors.* | Refer to Return to School 2020 Document Pg. 4  | **In Progress** | **8/31/2020** |
| Evaluate options to reduce the number of people required onsite.  |  | **Done** | **8/20/2020** |
| Evaluate the risk of individuals coming closer than two meters. 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](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FCovid%2D19%20Signage%20General%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **Done** | **8/20/2020** |
| Perform Evacuation Drills *(Fire Drill/Lockdown)* as normal as per NB Reg 97-150 School Administration Regulation. \*Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.  | [NB Reg 97-150](https://www.canlii.org/en/nb/laws/regu/nb-reg-97-150/latest/nb-reg-97-150.html) | **In Progress** | **8/31/2020** |
| School layout guide maps to inform students, staff, visitors, and public of school layout *(directional flow, assigned entrance/exit doors)* are encouraged but not mandatory.  | District Facilities (Maps) | **Not Started** | **8/31/2020** |

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| **Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.* |
| **We are fortunate to have circular hallways and will be one-directional. Also, with a staircase on each side of the building, one will be used for going up and the other, down.** Many stop signs have been posted to ensure our safety. Signage has been put in place to serve as reminders, as well as arrows and lines on the floor.1. Hallways – As mentioned above, we have circular hallways – one each level. This means we can have walking traffic flow in one direction. Also, we have “common planning” areas in the middle so staff can safely pass through these areas in one direction making mobility easier. There will be stop signs and red tape in two areas on each floor for staff to “stop” and “look” before proceeding to avoid accidental proximity. All facilities/classrooms are easily accessible by hallways going in one direction.

● The hallway to the gym/music/Performing Arts and Custodial Room is the only ‘tight’ spot in the school - extra-caution is required! Therefore, ALL staff must come to a complete stop when entering the hallway from the main lobby and when exiting the staffroom, gym area, music room, Performing Arts room, etc. Traffic in this hallway is only permitted in one direction at a time. Therefore, all staff must stop to determine if the hallway is clear and which direction the traffic is flowing. Always keep 2 meters distance when walking in same direction.* ● For students going to phys.ed, we have a separate entry for students to be accompanied by their teacher which requires going through cafeteria and through the stage. This will avoid students clogging up the main hallway through the school. For music Students will line up to enter the Music room along the orange wall (as usual) and wait to be invited in by Mr. Boyd
* Students leaving Music will exit through the back of the music room and out through the Performing Arts room. Classroom teacher will ensure hallway is clear before proceeding to take students back to the classroom.
1. Entrance/Exit– Social Distancing lines (tape) in front on Main Entrance. This will be the door that all staff/visitors enter AND exit. All visitors have to be ‘buzzed’ into the school, which makes monitoring the number of visitors more manageable. Sign-in and sign-out visitor log will be visible in main office area. We will also have one specific for students arriving late and leaving earlier than dismissal. Teachers will eb asked to sign-in and out if they arrive late in the day, leave during these day prior to dismissal.
2. Stairwells – We will use both stairwells (one for going up and one for going down). Each staircase gradually goes into the hallway which will help avoid accidental proximity with other staff members. Of course, arrows will be on the staircases stating which direction staff will walk.
3. Reception Area – This is a smaller area, so we will be taking extra caution. We will have a Stop sign and tape to clearly mark appropriate distancing. We will also install the Plexiglas for additional safety. The Principal and Vice-Principal’s offices will have a line that is greater than 2 meters away from our desks to ensure proper distance. The Reception area does lead into the staffroom; however, traffic will only flow one way into the staffroom, meaning staff will exit out of the staffroom to a different hallway, so traffic will all be going in one direction.
4. Washrooms – We will use two staff washrooms on the main floor. They only have one toilet and one sink, so the staff are conscious of only one staff member at a time in these ‘staff’ washrooms. The doors can be locked to avoid accidental entry. There is also a single washroom upstairs that can be locked as well. Teachers with classrooms upstairs will use the single washroom, in addition to the female student washroom on the same level. This will only accommodate one staff member at a time. As well, every classroom has a sink, so teachers can wash hands in their respective rooms.
5. Student Washrooms: Each class will be designated times for washroom use. If there is an “emergency” in which a student must go outside their designated time, we have a washroom on the main level, across from Ms. Reid’s room and will no longer be considered a ‘staff’ washroom. This will be allotted for those who need to go unexpectedly. We have 4 classrooms on the main level that will alleviate much bathroom traffic. This is helpful because our youngest students will use bathrooms in their own classrooms. When in music/phys. Ed. Students will have designated bathrooms that only they will use while in these classes. They will not be used by other students or adults during class times. Each student bathroom will have green/red flip cards and students will be trained to use when the bathroom is occupied. Upstairs the 3-5 washrooms are quite large and can house two students at a time, while maintain 2 meters distance. Even two in the washroom will eb extremely rare outside their respective bubbles due to designated times and an ‘overflow’ washroom in the Special Care room.
6. Meeting Rooms – We have a large “Performing Arts Room” in which we have set tables in a large square that will accommodate 8 people in a meeting while maintaining greater than 2 meters distance. There are two doors on each end of the room so traffic can flow in one direction coming into the room and leaving the room. Except our very first Operational Plan Staff Meeting (all will wear a mask), our meetings will be virtual. For any parent/professional meetings, they will take place in Performing Arts Room to maintain distancing.
7. Kitchen/Lunchrooms –The Kitchen/Staffroom are the same and will only be “open” for using a microwave/getting bottled water or accessing the fridge. The area that has the fridge/sink and microwave will be taped off greater than 2 meter distance and only one person allowed in that space at a time. A sign will also be posted to reinforce this message. The bottled water is at the other side of the room and will have tape six feet away from the larger water container. Entry into the staffroom will all go in one direction as there is access to the area by two different doors.
8. Staff Lunch Areas – Staff will be given three lunch areas away from students. Physical Distancing of 2 meters or greater will be followed. Area#1 – the stage will have 8 seats, Area#2 – the staffroom will have 6 seats and Area#3 – the boardroom will 4 seats.

(New) – We have offered more locations for staff to eat, mostly for EA’s, to ensure greater physical distancing to enforce a 4-meter distance when eating. Reduces the numbers allowed in Library to only 4 seats that are greater than 4 meters and have plexiglass for each of the four tables. Added the library office for one person. Only two allowed in Boardroom to allow 4-meters distance. Two allowed to eat in Daycare space which is two full classrooms (not open for students at this time). One spot available in literacy Storage Office. When Literacy Coach is not in the building, this office is used for one person. E.A.’s are also given the option to eat in their car and stay in their respective “bubble” classroom.1. Cafeteria - Each class who uses the cafeteria will have two designated cafeteria tables (or rolling table).
* Each table is just more than 2 meters apart. We have always staggered lunches between K-2 & 3-5, so K-2 lunch and 3-5 lunch will remain the same – no adjustment to our schedule. Students will enter the cafeteria starting with those seated on the stage and then from the back working forward. Cafeteria seating plan to follow. Students will exit the cafeteria starting with the first table and working to the back to avoid contact. To lessen the number of students in the cafeteria to 50, we will use our Performing Arts Room as a second lunch area and the multi-purpose room as a third eating area. Mrs. Driscoll’s grade 5 class will be the only class eating in their own homeroom. The cafeteria, Performing Arts and Multi-purpose rooms are large rooms and will allow these classes to be greater than 2 meters apart.

Cafeteria – All Kindergarten classes (Waddell Back, Shuttleworth Middle, Reid Front) McGraw (Back) Bourque (Front)Performing Arts Room – Graham (Furthest Door), Lamontagne (Closest Door), LeBlanc (Furthest Door), McCormick (Closest Door)Multi Purpose Room – Watson (Left Side Facing Room), Redstone (Right Side), Childs (Middle) Tilley (Left Side Facing Room), Hickey (Right Side)Ms. Driscoll’s Room - DriscollEach class will enter their designated lunchroom and be seated before next class enters. When dismissing students, ensure class closest to the exit is dismissed first and so on in order to avoid bubbles coming into the contact.1. Photocopiers – We have three copiers. The one in main reception area is only used by admin. We will have tape ensuring 2 meters distance ; however, we all have a line of vision to the copier and can see if someone else is using and will wait until they are finished. The copier in the staff room will also have tape to ensure social distancing. Again, traffic flows only in one direction. The copier upstairs is in the library and there will be tape on the floor to ensure distancing. The copier can be accessed around the library desk. The staff member copying goes to the left side to start and goes around the right side when finished task. The desk is ten feet wide, so traffic flow is greater than 6 feet.
2. Common Office Equipment – Offices will be cleaned thoroughly by our custodians; however, we will have wipes by all common surfaces like telephones, copiers, papercutters, etc.
3. Moving During Transition Times – after consideration that when entire classes follow arrows during busy transition periods, they encounter more students outside their bubble. Therefore, we have given each class specific routes during specific times of the day that may go against arrows. We believe this to be much safer due to much less contact with other bubbles. (NEW)
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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **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 *(Guidance)*Refer to Return to School 2020 Document Pg. 13, 14, 15 | **Done** | **8/20/2020** |

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| **Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*  |
| **Transitions within School –** Students will be **trained** frequently and consistently throughout the year, with more time spent the first few weeks. The teachers will be instructed to transport their class in a tight formation as one group. We have our hallways and stairs running in one-direction. Each class will be designated times for washroom use, As stated earlier, if there is a need to go to the washroom outside their designated time, we have a separate washroom for only these occasions.Teachers will escort their class during every transition: gym, music, recess, lunch, cafeteria, and dismissal. There are many arrows and stop signs on the floor.**Outside Play areas -** Students will be remain in their bubble for outdoor play. Each bubble will be given a designated “zone” to play in during recess and lunch working on a one week cycle. A weekly schedule to staff and students provided in advance.Students will go directly to their zone and will line up in their zone at the bell. Staff on duty will dismiss students to re-enter the building one class at a time. Zones will be clearly marked and divided by pylons/or spray-painted lines.When certain areas in the backyard are too wet or ice, we have decided to use the gym for two “bubbles” tom play and added two more zones out front. These additional zones are a larger space – grass area which is the interior for bus loading/unloading zone. We purchased more pylons to block-off this area in case of traffic. Due to the size of the area, it is easy to physically distance to bubbles. (New) **Morning Arrival & Before/After Outdoor Play (K-5):**Students will be permitted to dress/undress in front of their coat hangers as most classes are more than 2 meters apart. However, for the three classrooms, not all coat hangers will be used. Instead, students will be asked to double-up their outdoor-wear on the same hook, and this will ensure that students in all classes will be greater than 2 meters apart when dressing/undressing. Teachers are required to be in hallways during dressing/undressing.* **Morning Arrival-** When students enter the building in the morning they must undress inside the classroom**.**
* **Snack Recess** – teachers will walk their students to their designated zone and pick up from their designated zone for the time being. This does not have to be done at lunch time as students need to learn to be dismissed by staff on duty. K-5 teachers will meet students at their respective zone. This may change during the year depending on level of supervision.

**Lunch Recess** – **Staff on Duty must relieve on another (DON’T LEAVE UNTIL REPLACED BY NEXT DUTY STAFF MEMBER)**. Cafeteria staff must relieve Outdoor staff and vice versa. You need to switch off with one another….do not just go your designated area in some cases.* \*Students will wash their hands before eating/coming in from outside in their own classroom only\*

**Outdoor Play -** Students will remain in their bubble for outdoor play**(BEFORE GOING OUTSIDE) K-5*** Each bubble will be given a designated “zone” to play in during recess and lunch working on a one-week cycle (Task of Sending Info on Zone Order will be communicated by Grade 5 Leaders WEEKLY).
* Students will go directly to their zone and will line up in their zone at the bell. Staff on duty will dismiss students to re-enter the building one class at a time.
* Zones will be clearly marked and labeled

\*Students will wash their hands when coming in from outside\*ZONES: (GO IN THIS ORDER – Zone 1 first, Zone 2 second, etc..Zone #1 – Back Half of FieldZone #2 – Front Half of FieldZone #3 – Cafeteria Door to back corner of SchoolZone #4 – WoodsZone #5 – Basketball Court to Woods doorZone #6 – Play StructureZone #7 – Front (Pole to Garden)Zone #8 – Front (Tree to Sidewalk)**Doors- (Applies to K-5)**Certain classes playing out front will exit for outdoor play through the ***garden*** **door: Lamontagne, Graham, Waddell, Shuttleworth, Watson.** The remainder will go out main door**: Childs, Redstone and Reid** They will re-enter the school through the same door they go out! The reason for the change is that is allows for more room and less chance of coming in contact with another bubble.Students playing out back will exit for outdoor play through the ***Woods*** **Door.** They will re-enter the school through **Back Door**.* It is extremely important that the K-2’s do NOT go outside until the 3-5 students have fully entered.

When **weather conditions** restrict the use of the back-play area, the front area will be divided into four quadrants. 11:50-12:15 (3-5 Play ABC)11:50-12:15 (3-5 Eat DEFG)12:15-12:35 (3-5 Eat ABC)12:15-12:35 (3-5 Play DEFG)12:35-1:00 (K-2 Eat ABCD)12:35-1:00 (K-2 Play EFGH)1:00-1:25 (K-2 Play ABCD)1:00-1:25 (K-2 Eat EFGH)\*More detailed schedule to follow. Classes will rotate and take turns as to who plays/eats first depending on how long we are required to use this schedule.**Transitioning to Phys. Ed & Music** **Phys. Ed (students will sanitize on the way into gym and on the way out)*** Classes will enter and exit the gym through the stage door
* Classes going to gym will proceed to the stage and line up at the STOP sign.
* When given the ok by Mrs. Allen, students will enter the gym and proceed to their hook for masks and proceed to whiteboard.
* Class being dismissed will wait along at the designates area and will exit once new class is at whiteboard area.

 **Music (students will sanitize on the way into gym and on the way out)*** Students will line up to enter the Music room along the orange wall (as usual) and wait to be invited in by Mr. Boyd
* Students leaving Music will exit through the back of the music room and out through the Performing Arts room. Classroom teacher will ensure hallway is clear before proceeding to take students back to the classroom.

**Double Prep*** Class going from Phys. Ed to music will walk to the **stage-ramp** in preparation for entry to Music
* Class going from Music to Phys. Ed will walk through the gym doors.
* Mr. Boyd an Mrs. Allen will escort their current class and signal for timing of movement.

**Washroom Use*** Staff may use any washroom designated for staff
* K classroom and ½ Lamontagne will use classroom washrooms.
* Childs, Redstone and Graham will use main washroom. One student in washroom at a time. Students will be trained to use the green/red sign outside of the washroom
* A sign in/out sheet will also be used within classrooms
* 3-5 classes will use the upstairs washroom. Two students are permitted in the washroom at a time WITH MASKS. Two red/green signs will be placed outside each washroom.
* During Phys. Ed students will use washroom in changing rooms
* During Music students will use washroom across from Joe’s room (one at a time).
* These washroom will be sanitized between each class
* Two students at a time will be permitted to use the washroom across from Music room during lunch time. Must wear masks. Will be cleaned in between K-2 and 3-5 lunch times.
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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **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](https://nbed.sharepoint.com/%3Ax%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7B86A8EE33-88FE-425F-A24C-0E57CF561350%7D&file=Cleaning%20and%20Disinfection%20Schedule.xlsx&action=default&mobileredirect=true)[Refer to WHMIS Overview Document](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FOverview%20of%20WHMIS%2Epdf&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **In Progress** | **8/25/2020** |
| **Washrooms:*** Equip with running tap water, liquid soap, paper towel, *(forced air dryers in many locations*), toilet paper, and garbage containers where needed.
* Foot-operated door openers may be practical in some locations.
* K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.
 | Refer to Return to School 2020 Document Pg. 14 | **In Progress** | **8/31/2020** |
| Implement Bus Cleaning Protocol | Refer to Return to School 2020 Document – Appendix D | **In Progress** | **8/31/2020** |
| Implement Outbreak Cleaning & Disinfection Protocol when required *(Process, PPE Requirements)*  | Refer to Return to School 2020 Document – Appendix G | **Done** | **8/20/2020** |
| Abide by EECD Ventilation Guidelines  | Refer to Return to School 2020 Document Pg. 14 | **Done** | **8/20/2020** |

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| **Cleaning and Disinfection Notes:** *Describe the cleaning and disinfection procedures and how they are being managed.* |
| **Table 1 Below will be posted in hallways, washrooms (with handwashing procedures) and all classrooms. Teachers will remind students each morning on all safety protocol: when to wear mask, using the directional arrows, washroom times, stop signs, when to wash hands and how, etc.****Hand Cleaning posters have been posted in all washrooms.****The custodians will periodically check washrooms, specifically, the washrooms across from the music room and the two washrooms used for gym students. During eating time, only students from one class can go at a time. There is a designated washroom for lunchtime. With the addition of a second lunchroom area, we will use the washrooms in the changing area for students eating in this area to avoid encountering students from the cafeteria, thus maintaining at least 2 meters distance. Masks are required when using washrooms.****Buses will be cleaned as per the Bus Cleaning Protocol.** **Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.**  |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE**  |
| Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces. Ensure hand-washing posters are posted in all washrooms. *Suggest putting them on doors* ***and*** *walls.*  | See [Table 1](#Table1)Refer to Return to School 2020 Document Pg. 11, 12, 13Schools Custodial and District Facilities Management[Handwashing Poster](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) | **Done** | **8/20/2020** |
| Ensure availability of all necessary supplies for cleaning and disinfecting. Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low. |  | **Done** | **8/20/2020** |
| Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.Anyone bringing hand sanitizer to school must ensure it is \*FREE OF ADDED SCENTS\* Teachers will be in control of the hand sanitizer in classrooms.  | [Hand Sanitizer Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/SanitizerDesinfectant.pdf)Refer to Return to School 2020 Document Pg. 11, 12, 13 | **In Progress** | **8/31/2020** |
| Remind everyone about frequent hand washing and cough/sneeze etiquette. | [Coronavirus disease (COVID-19): Prevention and risks](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks.html) | **In Progress** | **8/31/2020** |
| 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 – Appendix A[Community Mask Poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | **Done** | **8/20/2020** |

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| **Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.* |
| **I have designated two staff members to ensure supplies are stocked and in the proper places – Tammy Flood, our CII Custodian and Tammy Thomson, our SIP, who has flexibility as she is not assigned to specific students. Both staff are on our school J H & S.****Each morning over the PA system prior to school announcements staff and students will be reminded of the following: when to wear mask, using the directional arrows, washroom times, stop signs, when to wash hands and how, etc. From the safety documentation provided in this document, we will create a list of “safety reminders” to say over the PA system in the morning, before lunch and before dismissal.****We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels.** **Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the watch of the teacher.** **All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.**  |

**Table 1**

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 10 - PERSONAL PROTECTIVE EQUIPMENT** |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.*\*To ensure that members of vulnerable populations and students with complex needs are accommodated.* | Refer to Return to School 2020 Document – Appendix C, HItinerant professional information in Return to School 2020 Document pg. 18  | **Done** | **8/20/2020** |
| 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** | **8/31/2020** |
| **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** | **8/31/2020** |
| Hand protection (gloves) | [OHS Guide-PPE](https://ohsguide.worksafenb.ca/topic/ppe.html)[PPE Poster](https://www.york.ca/wps/wcm/connect/yorkpublic/a71d0985-7ab5-4a2d-9a10-808a17e10ca5/Personal%2BProtective%2BEquipment%2BPoster.pdf?MOD=AJPERES&CVID=mu8SU02)District Student Support Services | **In Progress** | **8/31/2020** |
| Eye protection (safety glasses, goggles) | **In Progress** | **8/31/2020** |
| Other PPE as determined necessary through the risk assessment *(face shield)* | **In Progress** | **8/31/2020** |
| Use masks *(medical preferred)* for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | [Health Canada information on](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)[non-medical masks and face coverings](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html)Refer to Return to School 2020 Document – Appendix A[Community Mask poster](https://www2.gnb.ca/content/dam/gnb/Departments/h-s/pdf/MASK.pdf) | **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.* |
|  **Our reception area will have a mounted plexiglass. Face shields will be available for every staff member. However, face shields do NOT replace masks. If unable to tolerate masks, this will eb considered on an individual basis. Those who encounter students from across ‘bubbles’ will be told to wear face shield when physical distancing is not possible.****A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities.** **We will have a supply of masks available for students or staff who forget them.****Community Mask Poster has been placed at all entrances and main hallways as a reminder. Reminder to staff and students will be given each day during morning announcements.****The school community has been sent the definition of non-medical masks and information on how they should be worn.****(New)** Students in Grades K-8 are required to wear a mask at all times at school, including outside. Exceptions are when students are sitting at a desk working silently or eating. Students will be required to wear a mask during physical education class. • School personnel are required to wear a mask at all times at school, including outside. Exceptions are when they are eating or sitting alone in their closed office or classroom. |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **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](https://ohsguide.worksafenb.ca/topic/rights.html) [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **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](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true)  | **In Progress** | **8/31/2020** |
| Provide staff the employee training on the work refusal process. | [Right to Refuse](https://www.worksafenb.ca/safety-topics/covid-19/covid-19-and-the-right-to-refuse/) – [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **In Progress** | **8/31/2020** |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health. | [Refer to Orientation](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **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](https://nbed.sharepoint.com/%3Ap%3A/r/sites/OHS-ASDS/_layouts/15/Doc.aspx?sourcedoc=%7BE48A4B55-3429-4653-8403-A95B48A01010%7D&file=COVID-19%20Orientation%20for%20Principals.pptx&action=edit&mobileredirect=true) | **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](https://ohsguide.worksafenb.ca/topic/fixed.html) | **Done** | **8/14/2020** |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established. | [OHS Guide topic-Supervision](https://ohsguide.worksafenb.ca/topic/supervision.html) | **In Progress** | **8/31/2020** |
| \*School district Human Resources confirm process for addressing employee violations of policies and procedures. | School District HR | **In Progress** | **8/31/2020** |

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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 Orientation with all staff will be August 31 and will discuss employee rights, protocol training, right to refuse process/vulnerable persons, etc.** **Our school Joint Health & Safety committee will be involved with the monthly reviews. Our first meeting took place on August 14 (three members) and the entire J H & S committee will happen on Aug 31.** |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 12 - 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: 1-800-663-1142Accessible toll-free 24/7/365; self-register at [www.homeweb.ca](http://www.homeweb.ca) * 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](https://nactatr.com/news/guidere-entry.html) | **In Progress** | **8/31/2020** |

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| **Mental Health Notes:** *Describe how mental health resources will be communicated to staff.* |
| **All the necessary information regarding Mental Health Support will be provided to staff via ‘hand-out’ for future reference.** **The Guidance Counselor will be provided with the MANAGING THE SOCIAL-EMOTIONAL AND TRAUMATIC IMPACT** **This document will be referenced at out Orientation Meeting on Aug 31.** **Parents will be made aware that the Guidance Counselor is available to support teacher and students with the social, emotional, impacts of the pandemic.** **We will periodically make reminders to staff regarding the importance of looking after their mental health and reminding them of resources available.** |

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| **Action Items** | **Resources***(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)* | **Status***(Done, In Progress, Not Started, N/A)* | **Date Implemented** |
| **Section 13 - ADDITIONAL CONSIDERATIONS/OTHER**  |
| Ensure schools that provide food abide by applicable regulations.  | Return to School document Pg. 13, 14, 15[Refer to GNB Website](https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/FoodSafetyResources.html) or [GOC Website](https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety/covid19.html) | **In Progress** | **8/31/2020** |
| External Organizations operating within school *(Obtain a copy of their Operational Plan)*  |  | **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](https://nbed.sharepoint.com/sites/OHS-ASDS/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents%2FWater%20Bottle%20Signs%2Epub&parent=%2Fsites%2FOHS%2DASDS%2FShared%20Documents%2FCOVID%20Reference%20Documents) | **In Progress** | **8/31/2020** |
| Site Specific Considerations: |  | **In Progress** | **8/31/2020** |

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| **Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.* |
|  **Chartwell’s, our food provider, will be given our operational plan. They will be wearing masks and gloves when food is served. Food will be packaged for each student, to ensure no sharing of food.****We do have a licensed Daycare within the building. They operate after our instructional day. They have two designated classrooms for use. I will be providing the Operational Plan once approved. They will, in turn, provide their Operational Plan.****We have turned off all fountains and will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed. Parents have been informed that they are to send their child(ren) with a water bottle every day and that the bottle is to be cleaned every day.**  |