

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, [clare.tooley@nbed.nb.ca](mailto:clare.tooley@nbed.nb.ca) for review by **August 26<sup>th</sup>, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

The following document is intended to provide a check list with spaces for each main topic area along with resources. This will help the plan owner, (school Principal), outline each school's Operational Plan. Communication plans must consider and include staff, students, parents/guardians, visiting community professionals, and public. The District Occupational Health and Safety Coordinator is expected to be the primary support for staff and students. School Joint Health and Safety Committees (JHSCs) should be considered integral to preparations and support for September operations and beyond.

|   |                      |
|---|----------------------|
| <b>School Name</b>                          | Inglewood School     |
| <b>Principal (Signature)</b>                | <i>Pamela Burttt</i> |
| <b>School District Official (Signature)</b> |                      |
| <b>Plan Implementation Date</b>             | September 2020       |

From October to May, minimum monthly review is required. Principal will sign below to identify when this plan has been reviewed internally (*by the principal or JHSC*) to assess any new risks or changes to regulatory guidelines; and as increased hazards/risk conditions warrant. **Keep this original first page for a record of reviews as the rest of the document may change.**

|  |                  |  |                             |
|--|------------------|--|-----------------------------|
| Pamela Burttt                            | October 8, 2020  | Pamela Burttt                            | February 9, 2021            |
| _____<br>Name ( <i>October Review</i> )  | _____<br>Date    | _____<br>Name ( <i>February Review</i> ) | _____<br>Date               |
| Pamela Burttt                            | November 5, 2020 | Pamela Burttt                            | March 8, 2021               |
| _____<br>Name ( <i>November Review</i> ) | _____<br>Date    | _____<br>Name ( <i>March Review</i> )    | _____<br>Date               |
| Pamela Burttt                            | December 7, 2020 | Pamela Burttt                            | April 19, 2021              |
| _____<br>Name ( <i>December Review</i> ) | _____<br>Date    | _____<br>Name ( <i>April Review</i> )    | _____<br>Date               |
| Pamela Burttt                            | January 4, 2020  | Pamela Burttt                            | May 18 <sup>th</sup> , 2021 |
| _____<br>Name ( <i>January Review</i> )  | _____<br>Date    | _____<br>Name ( <i>May Review</i> )      | _____<br>Date               |

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Utilize this page to track your changes.

| Section(s) Updated - <i>(List the section numbers only)</i> | Date Updated      |
|---|-------------------|
| Section 7   | September 8, 2020 |
| Section 7   | November 23, 2020 |
| Section 14  | November 23, 2020 |
| Section 5   | January 20, 2021  |
| Section 6   | January 20, 2021  |
| Section 10  | January 20, 2021  |
| Section 14  | January 20, 2021  |
| Section 5   | January 27, 2021  |
| Section 6   | January 27, 2021  |
| Section 10  | January 27, 2021  |
| Section 14  | January 27, 2021  |
| Section 5   | March 8, 2021     |
| Section 6   | March 8, 2021     |
| Section 10  | March 8, 2021     |
| Section 11  | March 8, 2021     |
|   |                   |
|   |                   |
|   |                   |

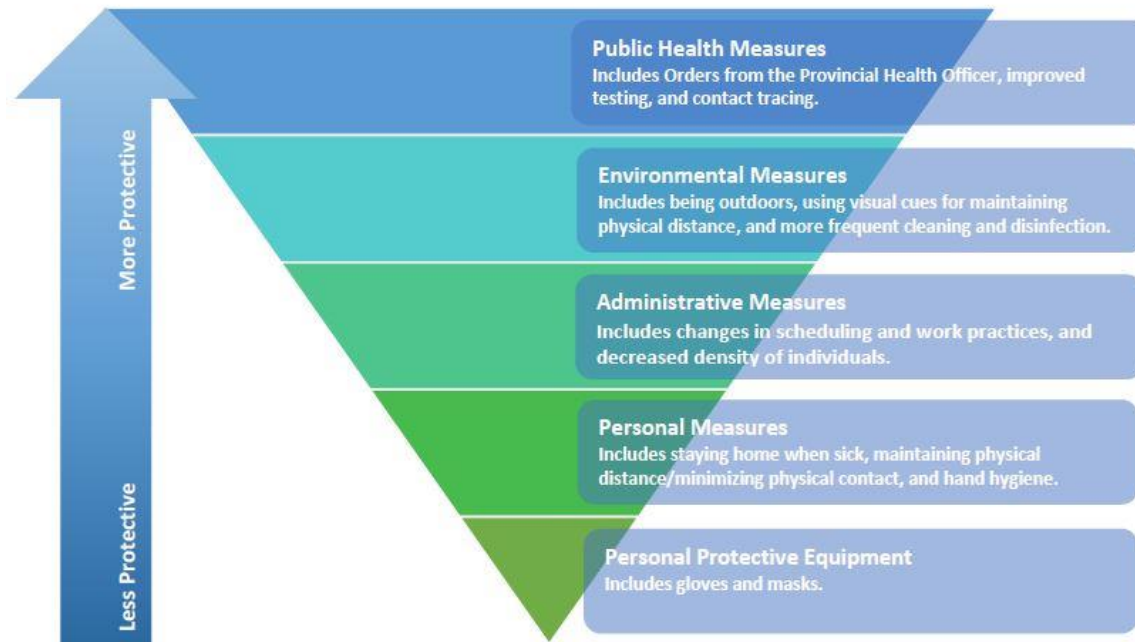
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# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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



Source: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>

In addition to the guidelines and regulations, everyone in the school is responsible for ensuring their own safety and the safety of all others.

Visible signage with clear messaging is a key component to effective communication in the prevention and control of COVID-19.

**The K-12 “Return to School September 2020” document is the comprehensive and first reference point for this document.**

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**Instructions:** Go down the list one-by-one, review the resource materials as applicable. Describe in “Notes” box how you plan to implement the specific items at your school. To help you remember, under the “Status” column, you can select if the section is *done, in progress, not started, or not applicable*. The last column shows the “Date Implemented” so you can track when items are completed.

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>    | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 2 - COMMUNICATIONS</b>  |   |  |                  |
| Communicate operational strategies, provide orientation to staff and students. | Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i> | <b>Done</b>  | <b>8/31/2020</b> |
| Communicate operational strategies, provided orientation to visitors.          | <a href="#">Refer to Visitor Guidelines</a>   | <b>In Progress</b>                                     | <b>8/31/2020</b> |
| Communicate operational strategies to parent/caregiver and school community.   | District Communications<br><br><a href="#">Refer to Guide for Parents and the Public</a>              | <b>In Progress</b>                                     | <b>9/3/2020</b>  |

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

Our school has provided orientations to all staff, parents, students and volunteers (when appropriate).

Our school has the “Red phase Visitor Guidelines” Posted at Reception for all visitors to review.

Our school has frequent communication via email to parents/caregivers and we have sent out the standard letter home to parents on August 31, 2020.

Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school which will be made available on the school website - [Inglewood School](#)

To help engage our families and address questions/concerns the Operational Plan will be reviewed at the first PSSC meeting.

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| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i> | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| <b>Section 3 - RISK ASSESSMENT</b>  |  |  |                  |
| Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.  | <a href="#">Link to Risk Assessment Document</a>   | <b>Done</b>  | <b>8/26/2020</b> |
| <b>Risk Assessment Notes:</b> <i>Describe that the Risk Assessment has been completed, include a link to it if possible.</i>  |  |  |                  |
| <p>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. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.</p> |  |  |                  |

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| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>                                  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 4 - BUILDING ACCESS</b>   |   |  |                  |
| Ensure controls are in place to prevent the public from freely accessing the operational school.   | Refer to Return to School 2020 Document Pg. 9<br><br><a href="#">Refer to Poster</a>  | <b>Done</b>  | <b>8/26/2020</b> |
| <p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p> | <p>Use a visitor log - <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p> | <b>Done</b>  | <b>8/26/2020</b> |
| Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.  | Refer to Return to School 2020 Document – Appendix F  | <b>N/A</b>   |                  |
| <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><br/> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>   | Refer to Return to School 2020 Document Pg. 5   | <b>Done</b>  | <b>9/8/2020</b>  |

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

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will “buzz” into reception, and reception will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in.

If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination, unless they are a “regular” and are familiar with the school’s protocols ex: SLP. Each visitor must also sign out upon leaving the school.

We will take student and staff attendance on a daily basis, anytime a student or staff leaves for the day for any reason they must sign out at reception.

Students will enter during staggered times through both doors. Only the main door (right side) will receive others. Physical Distancing must be maintained when entering/exiting the school.

| Action Items   | Resources<br><i>(Examples, Templates,<br/>Guidance Documents, Posters,<br/>Links, Reference Documents)</i> | Status<br><i>(Done, In<br/>Progress, Not<br/>Started, N/A)</i> | Date<br>Implemented     |
|--|--|--|-------------------------|
| <b>Section 5 - SCREENING</b>   |  |  |                         |
| <p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p> | <p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>    | <p><b>Done</b></p>   | <p><b>8/31/2020</b></p> |



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|   |   |                    |                         |
|---|---|--------------------|-------------------------|
| <p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p> | <p>Refer to Return to School 2020 Document – Appendix K</p> | <p><b>Done</b></p> | <p><b>8/31/2020</b></p> |
|---|---|--------------------|-------------------------|

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

GNB Up to Date Screening Poster for yellow phase will be posted on ALL entrance doors. Staff must self-screen prior to entering the building and self-monitor throughout the day and are aware that should they become symptomatic, they must put on a mask, and go home as soon as possible.

Parents will screen their child prior to leaving for school. Students, along with staff’s assistance, will self-monitor throughout the day. If a student becomes symptomatic while at school they must immediately put on a mask (we will provide a medical mask) and be sent to the office. The Admin. Assistant will notify the principal and call home to make arrangements for the student to be picked up. The student will remain in the principal’s office (isolation room) until they are picked up (maximum 1-hour). There is room in the isolation room for 2 students at a time. The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

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| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| <b>Section 6 - PHYSICAL DISTANCING</b>   |  |  |                  |
| Implement physical distancing protocols.<br>→ 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.<br>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.<br>→ Arrange furniture to promote physical distancing requirements ( <i>including reception area</i> ). Remove furniture if possible.<br>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.<br>→ Determine if installation of physical barriers, such as partitions, is feasible. | Refer to Return to School 2020 Document <i>various sections</i> .<br><br>Itinerant professional information in Return to School 2020 Document pg. 18<br><br><a href="#">Refer to Chartwells Operational Plan</a> | <b>Done</b>  | <b>9/3/2020</b>  |
| Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .   | Refer to Return to School 2020 Document Pg. 4  | <b>Done</b>  | <b>9/8/2020</b>  |
| Evaluate options to reduce the number of people required onsite.   |  | <b>Done</b>  | <b>8/26/2020</b> |
| Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.  | <a href="#">Refer to sample signage</a>  | <b>Done</b>  | <b>8/26/2020</b> |

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|   |                                      |                           |                        |
|---|--------------------------------------|---------------------------|------------------------|
| <p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.<br/>*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><a href="#">NB Reg 97-150</a></p> | <p><b>In Progress</b></p> | <p><b>9/8/2020</b></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><b>Done</b></p>        | <p><b>9/4/2020</b></p> |

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

Classrooms - Have been laid out to allow for distancing, where possible, between desks. Extra furniture has been removed from classrooms.

Staff Room - Staff are to remain physical distanced and eat behind barrier. All touched surfaces must be wiped down prior to leaving.

**Signage and visual cues will be place on the floor and the walls.**

**Assemblies will be held outside or virtually.**

**Operations will be evaluated to reduce the number of outside people onsite.**

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| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>       | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| <b>Section 7 - TRANSITION TIMES</b>   |  |  |                  |
| Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.<br><br>Provide time for food preparation and mealtimes. | District OHS Coordinator <i>(Guidance)</i><br><br>Refer to Return to School 2020 Document Pg. 13, 14, 15 | <b>Done</b>  | <b>9/8/2020</b>  |

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

### Inglewood School Daily Schedule 2020-2021

**8:00** Students arrive - students put on mask before exiting vehicle. Mrs. Burttt will supervise as students arrive. They go directly into the school. Mrs. Lisson will supervise left stairwell. Mr. Carl will supervise right stairwell. Teachers will supervise at their doorway with mask on. Students quickly remove outerwear and go directly into their classroom.

**8:20** O Canada (audio only) and Announcements

**8:30 - 9:45** Instructional Time

**9:45-10:45** 20/20 Break and Instructional Block (procedure follows)

**10:45 - 11:55** Instructional Time

**11:55-12:55** 20/20 Break and Instructional Block (procedure follows)

**12:55-2:35** Instructional Time

**2:35** Dismissal (procedure follows)

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### Washroom Times

| Time  | Girls Washroom | Boys Washroom |
|-------|----------------|---------------|
| 8:50  | Curwin         | Curwin        |
| 9:00  | K/B            | K/B           |
| 9:10  | Edgecombe      | Edgecombe     |
| 9:20  | Ross           | Ross          |
| 9:30  | Logue          | Logue         |
| 9:40  | Grandy         | Grandy        |
| 9:50  | Casaluca       | Casaluca      |
| 10:50 | Curwin         | Curwin        |
| 11:00 | K/B            | K/B           |
| 11:10 | Edgecombe      | Edgecombe     |
| 11:20 | Ross           | Ross          |
| 11:30 | Logue          | Logue         |
| 11:40 | Grandy         | Grandy        |
| 11:50 | Casaluca       | Casaluca      |
| 1:05  | Curwin         | Curwin        |
| 1:15  | Ross           | Ross          |
| 1:30  | Edgecombe      | Edgecombe     |
| 1:45  | K/B            | K/B           |
| 2:05  | Logue          | Logue         |
| 2:15  | Grandy         | Grandy        |
| 2:25  | Casaluca       | Casaluca      |

\*If it is necessary for a student to use the washroom outside your class' scheduled time please have them wear their face mask and track their time.

### 20/20 Break Schedules

Team Hulk - Edgecombe, Keilty/Burtt, Barker

Team Avenger - Johnson-Ross, Emilia, Logue and Grandy

### \*\*\*\*\*First 20/20 Break\*\*\*\*\*

**9:45-10:05**

### Team Hulk (recess)

- Keeping mask on, change gear and sanitize hands at 9:40
- exit building promptly at 9:45
- students to play in designated area keeping their mask on unless physically active
- ring bull horn at 10:00 to line up wait for Team Avenger to come out before entering building

### Team Avenger (instructional time)

- change gear and sanitize hands at 10:00
- exit school promptly at 10:05

**10:05-10:25**

### Team Hulk (eat)

- once in building students change gear and as a class go wash their hands:  
3EE girl washroom and staff room (wipe down touched surfaces upon exiting)  
3O-B boy washroom  
3FI girl washroom and staff room (please have your students wait on the stairs until signaled to proceed)
- students eat at their desk in their classroom

### Team Avenger (recess)

- ring bull horn at 10:20 to line up
- enter school at 10:25

10:25-10:45

Team Hulk (instructional time)

- students are to remain in their class to work

Team Avenger (eat)

- once in building students change gear and as a class go wash their hands:
  - 3FI in classroom
  - 4E boy washroom
  - 5FI staff washroom
  - 5IF girl washroom
- students eat at their desk in the classroom



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**\*\*\*\*\*Second 20/20 Break\*\*\*\*\***

**11:55-12:15**

**Team Hulk (recess)**

- change gear and sanitize hands at 11:50
- exit building promptly at 11:55
- students to play in designated area
- ring bull horn at 12:10 to line up wait for Team Avenger to come out before entering building

**Team Avenger (instructional time)**

- change gear and sanitize hands at 12:10
- exit school promptly at 12:15

**12:15-12:35**

### **Team Hulk (eat)**

- once in building students change gear and as a class go wash their hands:  
3EE girl washroom and staff room (wipe down touched surfaces upon exiting)  
3K-B boy washroom  
3FI girl washroom and staff room (please have your students wait on the stairs until signaled to proceed)
- students eat at their desk in their classroom

### **Team Avenger (recess)**

- ring bull horn at 12:30 to line up
- enter school at 12:35

12:35-12:55

Team Hulk (instructional time)

- students are to remain in their class to work

Team Avenger (eat)

- once in building students change gear and as a class go wash their hands:
  - 3FI in classroom
  - 4E boy washroom
  - 5FI staff washroom
  - 5IF girl washroom
- students eat at their desk in the classroom

### Playground

- Will be divided with caution tape into 4 zones.
- Classes will rotate daily.

Zones are as follows:

Zone 1 - Basketball court (4 sanitized balls will be on court) EA on duty will do this

Zone 2 - Zipline and light blue equipment

Zone 3 - Red and yellow equipment

Zone 4 - Swings and field area

### Dismissal

- At 2:20 3EE and 3K-B will go to hooks in hall and retrieve outdoor clothing and book bag. They will continue to get ready in classroom.
- At 2:25 3FI and 4E will go to hooks in hall and retrieve outdoor clothing and book bag. They will continue to get ready in classroom.
- At 2:30 all remaining classes will prepare for dismissal in their classroom.
- Students prepare to exit school. Students will be reminded as dismissal groups are called over PA.
- Please make sure that students take home their water bottle.
- Busers will be called by class for dismissal.
- Walkers will be called by class for dismissal.

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| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| <b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>   |  |  |                  |
| Ensure a schedule of cleaning and disinfecting as per 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<br><br><a href="#">Refer to Table – Make specific for your school</a><br><br><a href="#">Refer to WHMIS Overview Document</a> | <b>Done</b>  | <b>8/31/2020</b> |
| <b>Washrooms:</b><br>→ Equip with running tap water, liquid soap, paper towel, <i>(forced air dryers in many locations)</i> , toilet paper, and garbage containers where needed.<br>→ Foot-operated door openers may be practical in some locations.<br>→ K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. | Refer to Return to School 2020 Document Pg. 14   | <b>Done</b>  | <b>8/31/2020</b> |
| Implement Bus Cleaning Protocol   | Refer to Return to School 2020 Document – Appendix D   | <b>Done</b>  | <b>9/8/2020</b>  |
| Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>  | Refer to Return to School 2020 Document – Appendix G   | <b>Done</b>  | <b>8/31/2020</b> |

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|                                      |  |             |                  |
|--------------------------------------|--|-------------|------------------|
| Abide by EECD Ventilation Guidelines | Refer to Return to School 2020 Document Pg. 14 | <b>Done</b> | <b>8/31/2020</b> |
|--------------------------------------|--|-------------|------------------|

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

Hand cleaning posters have been posted in all washrooms.

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

Masks are required when using washrooms if not in their bubble.

Buses will be cleaned as per the Bus Cleaning Protocol.

Cleaning of equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning & Disinfection Document.

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

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| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|---|--|------------------|
| <b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>  |   |  |                  |
| <p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors <b>and</b> walls.</i></p>   | <p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management<br/><a href="#">Handwashing Poster</a></p> | <b>Done</b>  | <b>8/26/2020</b> |
| <p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>  |   | <b>Done</b>  | <b>8/27/2020</b> |
| <p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p> | <p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>  | <b>Done</b>  | <b>8/27/2020</b> |
| <p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>  | <p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>   | <b>Done</b>  | <b>8/31/2020</b> |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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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<br/><a href="#">Community Mask Poster</a></p> | <p><b>Done</b></p> | <p><b>8/31/2020</b></p> |
|--|---|--------------------|-------------------------|

**Hand Hygiene and Cough / Sneeze Etiquette Notes:** *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

We will have a supply of 362 Cleaner/Disinfectant. Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian 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 (with the exception of going out on the playground).



**Table 1**

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

| Action Items  | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|---|--|--|------------------|
| <b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>   |  |  |                  |
| To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers.<br><br><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<br><br>Itinerant professional information in Return to School 2020 Document pg. 18 | Done   | 9/8/2020         |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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|---|--|------|-----------|
| If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s). |  | Done | 9/8/2020  |
| <b>Provide personal protective equipment – only for those situations that require it:</b>   |  |      |           |
| Provide personal protective equipment for those for whom it has been determined to be necessary, <b>PPE Options:</b>                  |  | Done | 9/8/2020  |
| Hand protection (gloves)  | <a href="#">OHS Guide-PPE</a><br><br><a href="#">PPE Poster</a><br><br>District Student Support Services   | Done | 9/8/2020  |
| Eye protection (safety glasses, goggles)  |  | Done | 9/8/2020  |
| Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )  |  | Done | 9/8/2020  |
| Use masks ( <i>medical preferred</i> ) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19. | <a href="#">Health Canada information on non-medical masks and face coverings</a><br><br>Refer to Return to School 2020 Document – Appendix A<br><br><a href="#">Community Mask poster</a> | Done | 8/26/2020 |

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Face masks are not required when students are in their classrooms. Face masks are to be worn in all other areas of the building. Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as requested. Reception areas will all have plexiglass barriers. Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room. Safety Glasses and Goggles are available to staff who request them. All teachers will have a face shield to wear when physical distancing cannot be maintained. Note\* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment. Students/Staff who are feeling unwell, with 2 or more symptoms of COVID-19, at the school will be sent home. We will have a supply of masks available for students or staff who forget them.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents,<br/>Posters, Links, Reference Documents)</i> | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| <b>Section 11 - OCCUPATIONAL HEALTH &amp; SAFETY ACT AND REGULATIONS</b>   |  |  |                  |
| Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.  | <a href="#">OHS Guide-Three Rights</a><br><a href="#">Refer to Orientation</a>                         | Done   | 8/31/2020        |
| Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.                                       | <a href="#">Refer to Orientation</a>   | Done   | 8/31/2020        |
| Provide staff the employee training on the work refusal process.   | <a href="#">Right to Refuse – Refer to Orientation</a>   | Done   | 8/31/2020        |
| Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.   | <a href="#">Refer to Orientation</a>   | Done   | 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. | <a href="#">Refer to Orientation</a>   | Done   | 8/31/2020        |
| Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.                                 | <a href="#">OHS Guide-JHSC</a>   | Done   | 8/31/2020        |
| Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.              | <a href="#">OHS Guide topic-Supervision</a>  | Done   | 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><b>Done</b></p> | <p><b>8/31/2020</b></p> |
|--|---------------------------|--------------------|-------------------------|

**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

We have reviewed the Orientation with all of our staff and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.

The principal will be involved with the monthly reviews of this Operational Plan.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

| Action Items   | Resources<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>  | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|---|--|------------------|
| <b>Section 12 - OUTBREAK MANAGEMENT</b>  |   |  |                  |
| <p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>   | <p><a href="#">WorkSafeNB FAQ - Contact with someone tested/confirmed</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p> | <b>In Progress</b>                                     | <b>8/26/2020</b> |
| <p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p> | <p><a href="#">WorkSafeNB FAQ</a></p> <p>Refer to Return to School 2020 Document – Appendix K</p>   | <b>In Progress</b>                                     | <b>8/26/2020</b> |

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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<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>   | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented |
|--|--|--|------------------|
| <b>Section 13 - MENTAL HEALTH</b>  |  |  |                  |
| Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available. | Phone: 1-800-663-1142<br>Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a> <ul style="list-style-type: none"> <li>• Book an appointment or access help right away, including immediate crisis support</li> <li>• Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving</li> <li>• Bridging to community services, specialized referrals, and treatment if needed</li> <li>• Multilingual diverse clinical network; minimum of master's degree &amp; five years' experience</li> <li>• For employees, spouse/partner, eligible dependents</li> <li>• Voluntary, confidential, no cost to the user</li> </ul> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a> | <b>In Progress</b>                                     | <b>8/26/2020</b> |

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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<br><i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>              | Status<br><i>(Done, In Progress, Not Started, N/A)</i> | Date Implemented              |
|---|---|--|-------------------------------|
| <b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>   |   |  |                               |
| Ensure schools that provide food abide by applicable regulations.   | Return to School document Pg. 13, 14, 15<br><a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a> | <b>Not Started</b>                                     | <b>10/5/2020</b>              |
| External Organizations operating within school<br><i>(Obtain a copy of their Operational Plan)</i>                |   | <b>N/A</b>   | Click or tap to enter a date. |
| Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage. | <a href="#">Insert Water Bottle Signs</a>   | <b>Done</b>  | <b>8/31/2020</b>              |



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|--|--|--------------------|------------------------|
| <p>Site Specific Considerations:</p> <ul style="list-style-type: none"> <li>• Direction arrows must be respected at ALL times...it does not matter if “no one else is in the hall or stairwell”.</li> <li>• Students leave class ONLY with permission of teacher.</li> <li>• Students do not “run errands” for teachers.</li> <li>• Students will not share their school tools.</li> <li>• Manips. will be cleaned after use.</li> <li>• Students will bring a filled water bottle from home.</li> <li>• Teachers will constantly monitor symptoms.</li> <li>• Playground will be divided into zones. Students must remain in their designated zone.</li> <li>• Students will line up in their zone before being directed by the teacher to advance</li> </ul> |  | <p><b>Done</b></p> | <p><b>9/8/2020</b></p> |
|--|--|--------------------|------------------------|

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| <p>to designated line up area in front of school.</p> <ul style="list-style-type: none"> <li>• Indoor shoes to be kept in classroom.</li> <li>• Only unscented hand sanitizer is permitted.</li> <li>• No trading food.</li> <li>•</li> </ul> |  |  |  |
|---|--|--|--|

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

**Masks will not be worn during gym class and at recess.**