

COVID-19 OPERATIONAL PLAN FOR

ST. JOHN THE BAPTIST – KING EDWARD

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.

--+	St. John the Baptist - King Edward
Principal (Signature)	<i>Christine Roy</i>
School District Official (Signature)	Zoe Watson
Plan Implementation Date	September 2020

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

_____	_____	_____	_____
Name (<i>October Review</i>)	Date	Name (<i>February Review</i>)	Date
_____	_____	_____	_____
Name (<i>November Review</i>)	Date	Name (<i>March Review</i>)	Date
_____	_____	_____	_____
Name (<i>December Review</i>)	Date	Name (<i>April Review</i>)	Date

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_____	_____	<div style="background-color: blue; width: 10px; height: 60px; margin: 0 auto;"></div>	_____	_____
Name <i>(January Review)</i>	Date		Name <i>(May Review)</i>	Date

Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated

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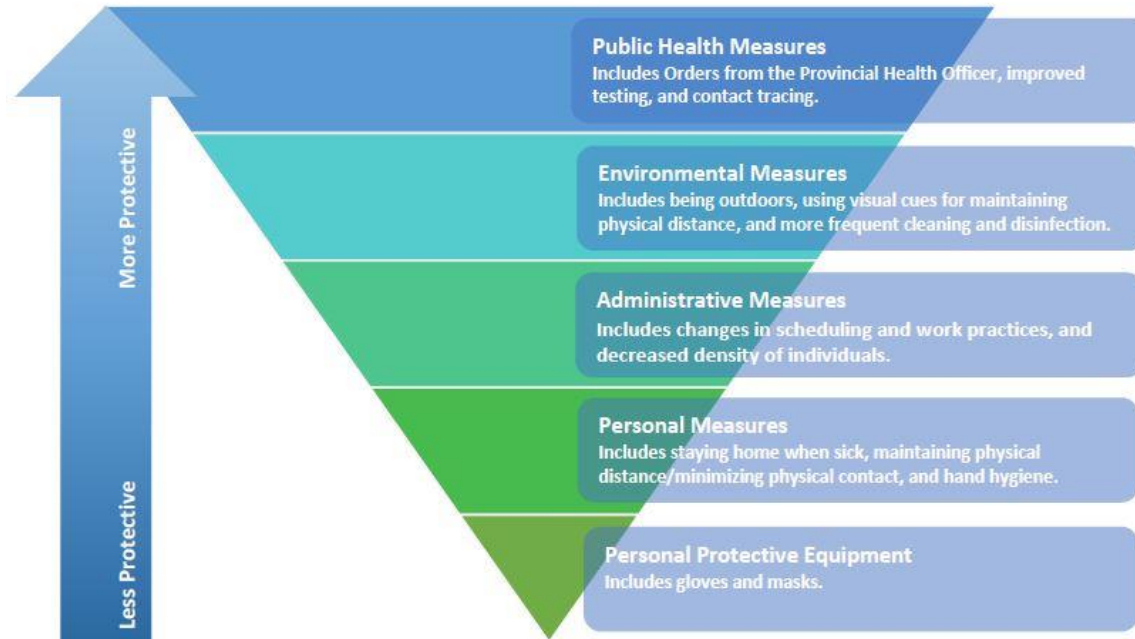
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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.

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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 <u>Staff and Students</u> (first notice sent to family 08/20, staff email stating orientation for full staff on August 26 th @ 9am)	In Progress	8/20/2020
Communicate operational strategies, provided orientation to visitors.	Refer to SJBKE Visitor Guideline	Done	8/20/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Email sent 08/20 to families with further email information to follow. Refer to Guide for Parents and the Public	In Progress	8/20/2020

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

1. Our school will be providing to all staff an orientation on Monday, August 31, 2020. Link to Training Attendance Sheets. An email was sent Thursday August 20th to families. Please see attached **Parent Letter**. Staff are calling parents regarding staggered entry (Week of August 23rd) with follow-up calls from homeroom teachers (Week of August 31st) to remind of staggered start time to overview procedures.
2. Orientation for students will occur during staggered entry, whereby a third of the students will attend on September 8, 2020, a third on September 9 and the remaining third will attend on September 10, 2020. Staggered entry will allow teachers to work with smaller sized groups to ensure they clearly understand the new routines and expectations.
3. Our school has frequent communication via e-mail and phone message (via school messenger, dojo, and website) to parents/caregivers.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 3 - RISK ASSESSMENT			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	Link to Risk Assessment Document See attachment SJBKE Risk Assessment	Done	8/18/2020

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

Our school has completed the above-mentioned risk assessment. All known risks have been assessed and we have implemented controls to minimize the risk as described in the Operational Plan. Links to schools completed Risk Assessment. We will adjust this plan as necessary to ensure the risk to all stakeholders remain as low as possible.

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Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	Done	8/18/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required daily for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - See sample visitor log. See attachment SJBKE School Visitor Log</p> <p>Sign In/Sign out Log See attachment SJBKE Sign/Sign out</p>	Done	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.	<p>Refer to Return to School 2020 Document – Appendix F</p> <p>At this time, our school will not be participating in team sports. We will review this position later in the school year and revise as necessary.</p>	Done	8/20/2020

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<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	<p>Refer to Return to School 2020 Document Pg. 5</p>	<p>Done</p>	<p>8/20/2020</p>
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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 requiring each visitor arriving to stop and buzz in. Email sent out August 20, 2020 (see attached Parent Letter)

If a visitor is permitted to enter the school, they must review the visitor guidelines, sanitize hands in the lobby, and put mask on before they go straight to reception area. At reception, they will 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: Child & Youth Team. Each visitor must also sign out upon leaving the school.

We will take student and staff attendance on daily basis, anytime a student or staff leaves for the day for any reason they must sign out at reception. Students that need to leave throughout the school day will be escorted to the front door to their parent/guardian (Where age appropriate).

Late arrival students will “buzz” the front door for entry. Administrative assistant will remind student to place mask on face prior to opening the door and record name of student in log. Student will proceed firstly to homeroom classroom following directional arrows on floor.

Three points of entry and dismissal have been created in the building: K-2 entry via St. James door and exit via schoolyard with specific areas for each bubble; 3-5 entry and exit via Pitt St. door; and 6-8 entry and exit via Wentworth St. (boxing club) door. Students will enter between 8:10-8:25 am into building with staff supervision at each doorway to ensure all students are wearing of masks.

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Upon entry to building in the morning, all students will follow directional arrows in hallways and proceed to classroom. Supervised staff will assist with traffic flow in the hallway and ensure students get to destination. All homeroom teachers will be on supervision duty from 8:10-8:25am in their classrooms. End of day dismissal will be supervised by homeroom teachers.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 5 – SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	Done	8/18/2020
<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 meters and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/18/2020

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

GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff will be advised of screening requirements within the Orientation to be given on August 31, 2020 as well as via email communication. Staff must 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 are also required to screen students prior to entering the school (see attached parent letter from Aug. 20th). If a student or staff member becomes symptomatic, 2 or more symptoms, while at school they must put on a mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area. Parents are responsible to pick up child as soon as possible and/or provide an emergency person. (as outlined in parent letter Aug. 20th)

The Isolation room, located directly beside the office/reception, must be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document. An isolation room as been identified next to the office area.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			
Implement physical distancing protocols. → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> . Itinerant professional information in Return to School 2020 Document pg. 18	Done	8/18/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/18/2020
Evaluate options to reduce the number of people required onsite.		Done	8/20/2020

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<p>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.</p>	<p>Refer to sample signage</p>	<p>Done</p>	<p>8/18/2020</p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p>NB Reg 97-150</p>	<p>Done</p>	<p>8/18/2020</p>
<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>		<p>In Progress</p>	<p>8/18/2020</p>

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

Students are placed within their classroom bubble and staff not a part of that bubble (including specialty teachers, supply teachers, teacher travelling between classrooms) will wear masks throughout duration of their time within each bubble.

Hallway floors and stairways will be marked with directional arrows splitting students into two separate lanes. Masks will be required in hallways as social distancing will be impossible. (being completed Wednesday Aug. 26th)

Three staff areas have been created within the building, SJB Floor 1, SJB Floor 2, and KE middle. Staff will be assigned to a staff area based on their location. Staggered breaks and lunch. Rooms will be limited to 8. Signage to posted.

Copy room is limited to 3. Signage to be posted Aug. 26th.

Offices – There will be stop lines at all offices reminding people that they cannot enter unless they have permission and 2 m distancing can be maintained or masks worn. Beyond the reception area, staff must wear masks as distancing is not possible. Staff

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will be asked to limit trips into the office area whenever possible. Staff will be encouraged to message or email admin. assistant with requests.

Late arrival students will be sent to classroom as opposed to office area for late slip. Late students will be buzzed into the school once mask is on. Admin. assistant will direct the student to enter and proceed directly to class; whereby, the homeroom teacher will enter the late arrival. Admin. assistant will log their arrival in the sign-in log. When a student leaves for an appointment or to be pick-up, the admin. assistant will document the reason, time, and date in the “sign-in/sign-out staff & student log.” Appointments will be made whenever possible to limit number of people in space.

Assemblies – Virtual.

Washroom – Limited number of people. Teachers will work to stagger washroom breaks whenever possible. Masks will be worn.

Teachers will sign up on schedule to use one of four zones outside (Pitt St. learning quad; Playground; field or paved basketball area).

Evacuation drills-Muster locations will be staggered whenever possible. Upon re-entry into the building, we will stagger 2m distances between each classroom.

Visitors will be limited throughout the building to reduce people onsite. There will be no volunteers within our school building (to be re-examined as year goes on). Parents are not permitted entry into the building unless for a scheduled meeting. All meetings with parents or outside agencies will be booked through the office area and occur in a designated meeting room. Meetings will be staggered. (see attached meeting room log)

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

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

No modification to start of end of school day. Instead, various grade points are entering via specific doors, subject to change if necessary.

Lunches are being staggered K-1 @11:30-12pm; grades 2-5 @12-12:30pm; and middle @12:30-1pm. Lunches will be prepared off-site and delivered by our community school coordinator.

Staff have been provided three staff areas for each floor. Lunches have been staggered as well as breaks to ensure staffroom areas do not exceed 8 people.

Indoor snack and indoor lunch for students. All outdoor time for learning and physically activity will be scheduled by teacher. Blocks will be created throughout the day in the various school yard zones. Teachers will also have an option to take students for walks or to neighboring parks such as Queen Square. (Parents will be notified in back to notice letter)

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G Refer to SJBKE cleaning and disinfecting schedule. Refer to WHMIS Overview Document	Done	8/18/2020
Washrooms: → Equip with running tap water, liquid soap, paper towel, <i>(forced air dryers in many locations)</i> , toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	Done	8/18/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	N/A	8/18/2020
Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>	Refer to Return to School 2020 Document – Appendix G	Done	8/18/2020

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Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/18/2020
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Cleaning and Disinfection Notes: *Describe the cleaning and disinfection procedures and how they are being managed.*

Hand cleaning posters have been posted in all washrooms.

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

Custodians will turn on facets in morning to ensure hot water (water in taps often cold, unless taps are run for a period of time in the morning).

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 and found in our school cleaning and disinfecting schedule.

In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Management Plan. Custodian to be trained in outbreak cleaning protocols.

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 (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			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	<p>Done</p>	<p>8/18/2020</p>
<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>		<p>Done</p>	<p>8/18/2020</p>
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<p>Done</p>	<p>8/18/2020</p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	<p>Done</p>	<p>8/18/2020</p>

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>8/18/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into spray 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 clean community mask readily available each day. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.

Staff can inform administrative assistant if supplies are running low and she will inform necessary personnel (custodians and/or administrator).

Hand Washing and Hand Sanitizing Posters will be posted August. 26th in washrooms, classrooms, and near hand sanitizing stations.

Teachers will go over proper hand sanitizing and washing procedures, as well as sneezing and coughing etiquette, with their students on the first day of school. Staff will model, monitor and provide reminders to students on a daily basis.

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Table 1

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 10 – PERSONAL PROTECTIVE EQUIPMENT			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H Itinerant professional information in Return to School 2020 Document pg. 18	Done	8/18/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).	Refer to PLP.	Done	8/18/2020
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:		Done	8/18/2020
Hand protection (gloves)	OHS Guide-PPE	Done	8/18/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	8/18/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	8/18/2020

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<p>Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.</p>	<p>Health Canada information on non-medical masks and face coverings</p> <p>Refer to Return to School 2020 Document – Appendix A</p> <p>Community Mask poster</p>	<p>Done</p>	<p>8/18/2020</p>
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Personal Protective Equipment Notes: *Describe how requirements for personal protective equipment are being met and communicated.*

Every teacher will have a face shield available. We will supply plexiglass “sneeze guards” as to staff as required. Reception areas will all have plexiglass barriers.

Opportunities to clean hands will be provided throughout the day.

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.

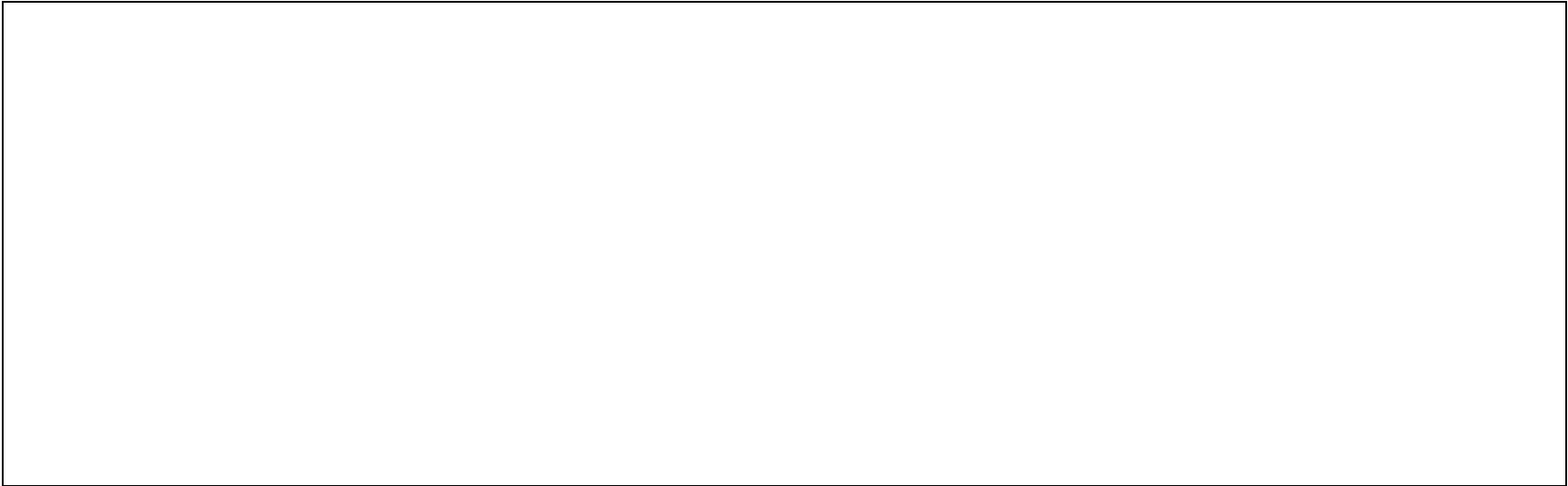
Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks.

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.

Regarding our vulnerable student population, the week of Aug. 31st, ESST-R teachers will collect information from parents based on 704 health forms and PLP’s. Protocols will be embedded into the 704 or PLP as required for student. Protocols to be shared with teacher and EA.

**COVID-19 OPERATIONAL PLAN FOR
ST. JOHN THE BAPTIST – KING EDWARD**



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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	Done	8/18/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	8/18/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/18/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/18/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	Done	8/18/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	8/18/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	8/18/2020

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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>Done</p>	<p>8/18/2020</p>
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

On Aug. 31st, all staff will attend a virtual meeting to review the operational plan which will include employee rights, protocol training, right to refuse process/vulnerable persons, etc.

Staff have been made aware of the right to refuse and vulnerable person as per District Office email.

Our school Joint Health & Safety committee will be involved with the monthly reviews of this Operational Plan.

Staff Orientation Date: August 31, 2020, 9am.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p>Done</p>	<p>8/18/2020</p>
<p>Communicate to all staff the requirement to co-operate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p>Done</p>	<p>8/18/2020</p>

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

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 (Appendix K in Return to School). Appendix K states: Public Health Officers will inform those individuals who have been ordered to self-isolate of when the order starts. Public Health Officers will inform the principal or the school district when a class or a school (students and/or school personnel) can physically return to the school building.

To be overviewed with staff at Orientation meeting Aug. 31st.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	Done	8/18/2020

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

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We have shared mental health resources during our orientation. We will periodically remind staff of the importance of looking after their mental health. Staff will be reminded of the supports and resources available through Homewood Health. Staff Wellness Team will continue to be champions in this area.

We are focusing on RULER as a schoolwide approach to social-emotional learning. Staff will implement strategies to support student mental well-being. If students are needing more support, referrals to guidance will be made. Guidance will monitor situations, keeping in contact with families and ESST-R which will determine whether further services/referrals are needed (i.e. Child and Youth team)

Staff will be provided the link to [Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry](#)

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	Done	8/18/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	Boys and Girls Club Operational Plan YMCA Operational Plan Boxing Club Operational Plan	Done	8/18/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/18/2020

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

When lunch is served, we will ensure that servers will wear gloves and community mask. Students will not serve themselves. Students requiring breakfast and/or snack will be provided with take and go times such as cheese sticks, yogurt tubes, apples, breakfast bars, etc.

Currently three external organization are present within our school, the Boys and Girls Club, the Early Learning Center and the Boxing Club. (See attached Operational Plans for each. We will ensure they are aware of our plan.)

All fountains have been turned off. Water coolers will be provided by District. Signage will posted (when coolers arrive) reminding individuals not to touch bottle top to cooler spout.