

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

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

School Name	Back Bay Elementary School
Principal (Signature)	<i>Aldena Higgins-Harris</i>
School District Official (Signature)	
Plan Implementation Date	September 2020

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

_____ Name (October Review)	_____ Date	_____ Name (February Review)	_____ Date
_____ Name (November Review)	_____ Date	_____ Name (March Review)	_____ Date
_____ Name (December Review)	_____ Date	_____ Name (April Review)	_____ Date
_____ Name (January Review)	_____ Date	_____ Name (May Review)	_____ Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Section 4- Orange Phase- Mask and Distancing a must (In Bold) page 8	Nov. 24, 2020
Section 6- Orange Phase- Classroom/Staffroom (In Bold) Page 11	Nov. 24, 2020
Section 8- Orange Phase- Sanitization times, Washrooms (In Bold) Page 14	Nov. 24, 2020
Section 9 –Orange Phase- Mask use (In Bold) Page 16	Nov. 24, 2020
Section 10- Orange Phase- PPE (In Bold) Page 19	Nov. 24, 2020

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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.

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

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

Communicate operational strategies, provide orientation-

Staff and students- District and EECD has provided Orientations to all principals/vice principals. Principal have reviewed with teachers/staff, and homeroom teachers discuss with students. Training Attendance Sheet will be filled out after staff orientation. We will all meet in the gym as a complete staff, physically distanced, and go over the operational plan and the return to school document as well as any other areas mandated by District. Teachers and staff will review plans with the students on their day 1 and then continue to remind and review as days go on.

Visiting professionals- Our school has the “Visitor Guidelines” Posted at entryway for all visitors to review. Operational School Plan will be sent to any support teacher. On the first day in for a District/Support staff member, the admin will make time to go over the plan with them on what it is expected when they enter BBES. Notification that they will be in the building prior to arriving is a must to ensure a space is available.

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Parent/caregiver and school community- Our school has frequent communication via school messenger, email, social media to parents/caregivers and we have sent out a letter home the week of August 31, 2020. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website - <https://secure1.nbed.nb.ca/sites/ASD-S/2101/Pages/default.aspx>.

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	Done	8/31/2020

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

Risk Assessment- 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. Risk Assessment can be viewed upon request. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	Done	8/31/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	Done	8/31/2020
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	N/A	
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	Done	8/31/2020

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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.*

Accessing the school- 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 the entry way, and Admin Asst. 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.

Track all people entering the school- If a visitor is permitted to enter the school, they will stay in the entry way, 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. Each visitor must also sign out before leaving the school. We will take student and staff attendance daily; anytime a student or staff leaves early for the day, for any reason, they must sign out.

Promote and control physical distancing during the start /dismissal times- Main entrance of the school is where buses will drop off and pick up students from the bus lane and they would enter through the Front door. Drop offs from parents will also be at the front door having the cars in outside lane only. Parents are asked to stay in or near vehicle and not approach the front of the building nor door. Physical Distancing must be maintained when entering/exiting the school. If more than one bubble is present, then masks will be worn until distancing is maintained. This would be required when entering and exiting the school during morning drop offs and end of day dismissal. Due to halls having students prepping for class, masks should remain on until the students enter their classroom. Bus students will be dismissed first and once the buses are away from school the walkers will be dismissed. **Orange Phase- 2 metres distancing is suggested even with a mask on.**

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 style="color: blue; text-decoration: underline;">Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>Done</p>	<p>8/31/2020</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>Done</p>	<p>9/2/2020</p>
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Screening Notes: *Outline how screening requirements are being met.*

Staff entering the building understands and implements the screening process- GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given. 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. Students are also required to self-screen prior to entering the school supported by their parents and self-monitor throughout the day. Taking body temperatures at home prior to coming to school should be a practice that is used.

Self-isolation space- If a student becomes symptomatic while at school they must put on a mask (we will provide a medical mask for extra protection) and await the pickup from a parent within a one-hour time limit. Students will be waiting in our isolation area (room next to main office). Using the digital infrared thermometer, temperature could be taken to assist with gathering information to relay to parents upon pickup. The Isolation room will be cleaned between each use following procedure within the Standard Cleaning & Disinfection Document.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			
Implement physical distancing protocols. → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> . Itinerant professional information in Return to School 2020 Document pg. 18 Refer to Chartwells Operational Plan	Done	9/1/2020
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	Done	8/31/2020
Evaluate options to reduce the number of people required onsite.		Done	8/31/2020
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	Refer to sample signage	Done	8/31/2020

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<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p>NB Reg 97-150</p>	<p>In Progress</p>	<p>9/18/2020</p>
<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>	<p>District Facilities (Maps)</p>	<p>In Progress</p>	<p>9/4/2020</p>

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

Physical distancing protocols-

Classrooms – Have been laid out with extra furniture having been removed from classrooms to ensure more space available for the bubble.

Orange Phase- Space desks and tables out to have more distance between the students.

Library- has all been modified to allow proper physical distancing and extra furniture has been removed. Will have separate day of bookings for library use with different bubbles.

Computer Room- Only one bubble in the room at a time per day.

Elevator – Have been limited to 1-person at a time. Signage has been posted.

Staff Room (limit of 6) signage has been posted. Seats have been separated to ensure distancing will occur. No furniture will be moved from its current spot. Masks worn if not able to move with physical distance in mind. **Orange Phase- Only 3 permitted at a time. It is not a place to gather, only to store items. Eating should be done in another room on own so mask can be removed.**

Washrooms – limited number of people to 4 from outside “bubbles”, signage posted at doorway. Laminated signage will be cleaned regularly throughout the day. Masks must be worn in washrooms and hallways when not supervised by their teachers and in their bubbles.

Offices - There will be “stop” lines for both offices reminding people they cannot enter unless 2M distancing can be maintained or masks are worn. Also, sign posted for maximum number people.

Assemblies/Large Group activities – will be held in the gym, physically distanced in K-2/3-5, or outside with physical distancing measures in place.

Procedures of individuals on:

Stairway – Have been modified to allow one-way direction traffic from 1st floor to 2nd. Signage and arrows posted. Main door stairway is ‘up’ to second floor and East side stairway is ‘down’ to first floor. Main entry to basement/first floor is 2 way.

Hallway – Directional arrows have been placed to separate people in hallways, staying to the right. Mask required.

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School Entry-All staff/personnel, students, and public will enter the school through the main entrance, wearing a face mask. Signage posted, COVID questionnaire and sign in sheet available. Hand sanitizer available at entrance.

School Exits- K-2 and Staff will exit at Main Entrance. Grades 3-5 will exit the East side doorway (side of building) during the recess and lunch breaks. Main door will be the exit for K-2 as well as for 3-5 and staff/visitors during the two dismissal times at the end of the day. Parents will be asked to stay in vehicles for dropping off and picking up students; parents will not linger near the front door/entry.

Evacuation Drills – We will stagger the locations of our class stations so physical distancing can be maintained when outside of the school

School layout guide maps- maps available that shows assigned entrances, and direction flow of the school.

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	8/31/2020

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

School schedule – Break/recess- K-2 snack and lunch times as well as outside breaks separate from grades 3-5. Teachers are encouraged to be outside wherever applicable during their instructional times. **Physical Education Schedule-** A five-minute separation between classes has been added to assist with transitions. Teachers will escort students when travelling as a 'bubble'.

9:40-9:55 K-2 recess 3-5 snack
9:55-10:10 3-5 recess K-2 snack

11:50-12:10- K-2 outside 3-5 Lunch
12:10-12:30- 3-5 outside K-2 Lunch

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 Refer to WHMIS Overview Document	Done	8/31/2020

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<p>Washrooms:</p> <ul style="list-style-type: none"> → Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained. 	Refer to Return to School 2020 Document Pg. 14	Done	8/31/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/28/2020
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Done	8/31/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/31/2020

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

Hand washing - Proper hand hygiene is practiced before and after handling objects or touching surfaces. Also, handwashing times scheduled before eating and after going outside. Hand cleaning posters have been posted in all washrooms. Supervision will be present when ‘bubbles’ are at handwashing stations. (K/1 class- boy’s washroom 1/2 class- girl’s washroom) The grades 3-5 handwashing stations will be using gender washrooms with both being supervised. When handwashing station times are set, washrooms will not be available for use. Staff washroom would be used, if needed. **Orange Phase- Sanitization times may increase to ensure clean hands.**

Washrooms- Masks are required when using washrooms outside of set bubble handwashing station times. **Orange Phase- Mask required at all times.**

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

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Schedule of cleaning and sanitization- 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.

Day to day custodial operations- Custodian will periodically check to ensure washrooms are adequately stocked up with soap, paper towels, etc.

Outbreak Management Plan- In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Management Plan

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

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. <i>Suggest putting them on doors and walls.</i>	See Table 1 Refer to Return to School 2020 Document Pg. 11, 12, 13 Schools Custodial and District Facilities Management Handwashing Poster	In Progress	9/10/2020
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.		In Progress	9/4/2020

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<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>In Progress</p>	<p>9/4/2020</p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	<p>In Progress</p>	<p>9/10/2020</p>
<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</p> <p>Community Mask Poster</p>	<p>In Progress</p>	<p>9/9/2020</p>

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

Availability of all necessary supplies for cleaning and disinfecting- There will be 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.

See table 1 below for more examples

Masks- 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. Wash station bubble times and outside play, as well as once entering the gym will be the only exceptions. **Orange Phase- Masks are always to be worn with exception of scheduled quiet time working at desks, and when eating quietly at desk. Also, in the gym when at their spots, masks can be removed but physical distancing is maintained. All other times inside and outside, masks are on.**

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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.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H Itinerant professional information in Return to School 2020 Document pg. 18	In Progress	9/11/2020

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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	9/2/2020
Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		In Progress	9/4/2020
Hand protection (gloves)	OHS Guide-PPE	Done	8/31/2020
Eye protection (safety glasses, goggles)	PPE Poster	N/A	Click or tap to enter a date.
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	In Progress	9/4/2020
Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster	Done	8/31/2020

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

Personal Protective Equipment- All staff and students will bring to school a clean community face mask each day to use when needed. Suggestion to bring 2 or more to school each day. **Orange Phase: It is important to have more than one mask at school with them needing to be worn for longer times.**

Schools will be provided with a plexiglass “sneeze guards” as per request and approval. Teachers and staff that work with more than one bubble of students will have a plexiglass desk divider available to them.

Main Office will have a plexiglass barrier.

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. 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. The medical mask will not be reused.

A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities. (Medical note with specifics will be asked for regarding health conditions)

We will have a supply of masks available for students or staff who forget them. (housed in the main office) Reminders will be sent to homes if it is a common occurrence.

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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	9/2/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	9/2/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	9/2/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/26/2020
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	9/2/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	8/31/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	In Progress	9/10/2020

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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>9/2/2020</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.*

Communication of responsibilities and rights- We have reviewed the Orientation with all our staff on day 1 of school and have discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc.

Joint Health & Safety Committee- Being a small school, there is no official H&S Committee. All staff will be involved with the monthly reviews of this Operational Plan and forward anything that is seen necessary regarding Health and Safety.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/31/2020
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once 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>	Done	8/31/2020

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

Possible COVID-19 case communication- We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	Done	8/31/2020

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

Mental Health avenues- We have shared mental health resources to staff during our orientation. We will periodically make reminders regarding the importance of looking after their mental health and reminding them of resources available. Info will also be posted in the staff room.

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	8/31/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		N/A	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.	Insert Water Bottle Signs	In Progress	9/4/2020
		Choose an item.	Click or tap to enter a date.

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

Food- When providing the morning breakfast snack to the classrooms, prep will be done with physical distancing kept in mind. Masks will be worn when preparing snack. Snacks will be placed on the class cart and given out to students by the teacher. If serving dishes are used, they will be washed in the dishwasher after each use. Carts will be wiped down after each use.

The timeframe for providing hot lunches will start in October, at the earliest. When we begin with our hot lunches, we will ensure that persons serving the food wear gloves and a community mask. Students will not serve themselves but be handed out by the teacher. Volunteers will remain in the kitchen. With two days (Subs/Pizza) being delivered, school staff will escort volunteers to the kitchen. Friday's hot lunch may be scheduled at the same time or at a later date, depending on volunteers available.

External operational Plans- We do not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.

Water stations- Regular fountain spouts will not be in use and will only be using bottle filler stations. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed. Students will be given one bottle from a local donation. Bottles will go home each night to be washed and returned clean.