

## 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>	<b>BLACKS HARBOUR SCHOOL</b>
<b>Principal (Signature)</b>	<i>Ja-Ann Schwarze</i>
<b>School District Official (Signature)</b>	See last page
<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.**

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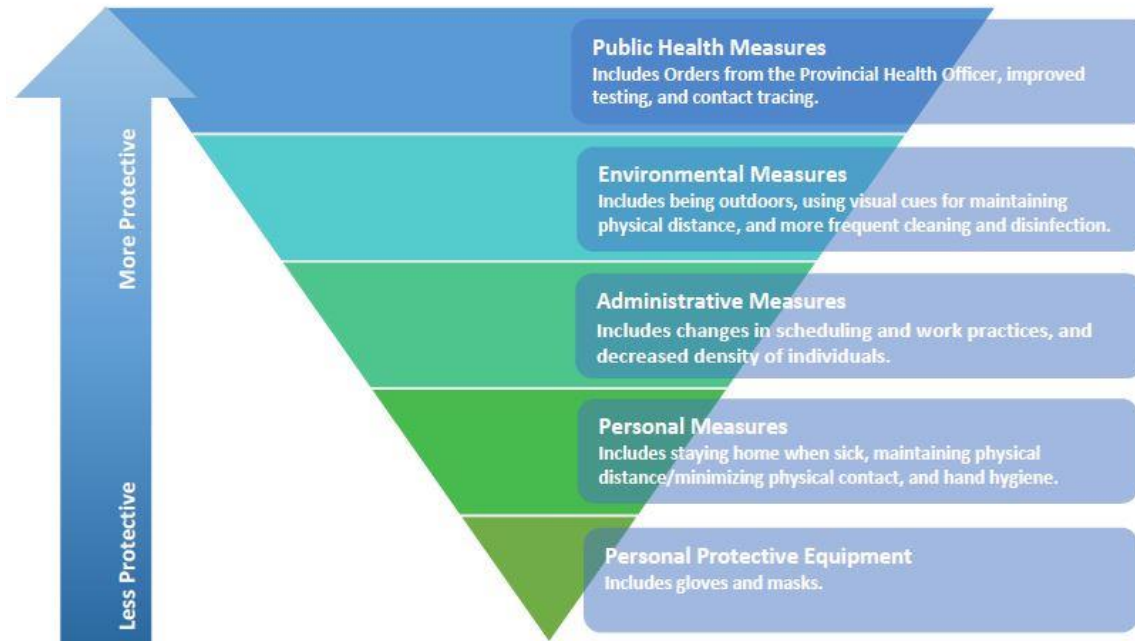
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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
<b>Section 2 – COMMUNICATIONS</b>			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <a href="#">Staff</a> <a href="#">Students</a>	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a> <a href="#">BHS Visitor's Log</a>	<b>In Progress</b>	Click or tap to enter a date.
Communicate operational strategies to parent/caregiver and school community.	District Communications <a href="#">Refer to Guide for Parents and the Public</a>	<b>In Progress</b>	Click or tap to enter a date.

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

- **BHS teaching staff orientation will take place on the first day of their return, August 31. The morning agenda will include a thorough review of the prepared Orientation Document/PowerPoint for staff, the BHS Operational Plan, and public health directives. This will be facilitated by the principal, Jo-Ann Schwarze.**
- **BHS support staff orientation will take place on the first day of their return, September 3. The afternoon agenda will include a thorough review of the prepared Orientation Document/PowerPoint for staff, the BHS Operational Plan, and public health directives. This will be facilitated by the principal, Jo-Ann Schwarze.**
- **A copy of the operational plan is located on the staff room bulletin board and TEAMS site as well as on the Health and Safety bulletin board for staff and public health access. It will be posted on our website on September 3, 2020. All staff will have a copy prior to orientation.**

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- BHS student orientations will take place on the first day of classes. Each homeroom teacher will review the prepared Orientation Document/PowerPoint for students and spend time modelling and practicing expected behaviors each day thereafter. (ACCESS on TEAMS)
- The visitor guidelines will be reviewed and discussed by the school principal and administrative assistant, one of whom is always at reception, prior to the opening of school. The guidelines are laminated and kept with the school visitor sign-in sheet for reference.
- Visitors who regularly come to BHS (ie: Child and Youth, Breakfast Volunteers, Community School Coordinator, Facilities Personnel, EAL Mentor, etc.) will be e-mailed a copy of the visitor guideline prior to the opening of schools.
- Visitors who come on occasion (ie: parent meetings, presenters, school photographer, etc.) may visit by appointment only and must be pre-approved by the principal.
- ALL visitors are required to review the visitor guideline and GNB Screening poster and sign in/out with date and time on each occasion of visiting the school.
  
- Letter to Parents shared by District – August 7, 2020
- Return to School Guide for Parents and the Public was released by EECD on August 13, 2020. ([link](#))
- Information from Public Health Nurses [link](#)
- The BHS operational plan will be completed by August 26 and sent to Claire Tooley, Operational Health and Safety Coordinator, for review. Following district approval, the plan will be shared with parents on the school website on September 3<sup>rd</sup>. Parents will be informed of its location through school Messenger and social media platforms.
- The school and district will regularly update parents/caregivers and community members through e-mail, school messenger, social media, and notices home as changes occur or clarifications are required.
  
- Link to school website: <https://secure1.nbed.nb.ca/sites/ASD-S/2103/Pages/default.aspx>

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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
<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>  <a href="#">Link to Risk Assessment Document - BHS</a>	<b>Done</b>	<b>8/12/2020</b>

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

- **An initial meeting of the school’s Core Leadership Team to review the “Return to School” Plan – August 10, 2020. Present: Jo-Ann Schwarze, Roxanne Grant, and Alyssa Draper. Absent: Denieve Daniels.**
- **The Core Leadership team completed the Risk Assessment on August 12, 2020. All members were present.**
- **Major Points of Discussion:**
  - Risk Assessment completed
  - Isolation area identified
  - Arrival and dismissal routine
  - Flow of traffic on stairwells determined
  - Assign entry only/exit only doors to class bubbles
  - Assign specific cafeteria tables to class bubbles
  - Assign specific bathrooms to class bubbles
  - Determine one-way traffic zones / flow of traffic on stairs (assign up and down flowing only)
  - Establish max capacity in common areas (staff room, library, conference room, photocopier room, office, auditorium, Harbour Haven, elevator, etc.,)
  - Decide on furniture arrangement and/or removal in common areas
  - Determine the need for visual cues on floors and walls (six feet apart circles, arrows, etc.)
  - Common student areas (Gym, Library, Computer Lab, Cafeteria, Harbour Haven,) access and sanitizing requirements
- **All known risks have been assessed and we have implemented controls to minimize the risk as described in this document.**
- **We will meet regularly and 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
<b>Section 4 - BUILDING ACCESS</b>			
Ensure controls are in place to prevent the public from freely accessing the operational school.	<a href="#">Refer to Return to School 2020 Document Pg. 9</a>  <a href="#">Refer to Poster</a>  <a href="#">Entrance Signage</a>	<b>Done</b>	<b>8/17/2020</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>	<a href="#">Use a visitor log - See sample visitor log.</a>  <a href="#">BHS Visitor's Log</a>  <a href="#">Refer to Visitor Guidelines</a>  <a href="#">Staff Sign In and Out Doc</a>  <a href="#">Refer to Administrative Assistant 1-Pager</a>	<b>Done</b>	<b>8/17/2020</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.	<a href="#">Refer to Return to School 2020 Document – Appendix F</a>		



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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></p> <p><i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	<p><a href="#">Refer to Return to School 2020 Document Pg. 5</a></p>	<p>Done</p>	<p>8/17/2020</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.*

- **Access to public schools will be limited. All doors, including the main entrance of the school, are locked (excluding morning arrival). Parents are required to make an appointment to access school personnel (phone or virtual meetings are preferred by public health).**
- **We have communicated to parents the need to limit school access/make appointments via school messenger, school website, and our monthly newsletter. Contact information (School telephone number) is available on all school messaging.**
- **In addition, a poster on the main entrance door gives the school phone number for making appointments, picking up children early, or for picking up/dropping off items to the school. After informing the office, reception will go to the door to retrieve items, etc.**
- **Approved visitors are received by the administrative assistant or designate at the main entrance. In the reception area, visitors are required to review the visitor's guidelines and the GNB Screening poster. Visitors are required to sanitize, wear a community face mask, and sign in and out (date and time) upon entry and exit. They must also provide a phone number and/or e-mail address for contact tracing purposes.**
- **Sign in/sign out logs are in a binder at the office window, secured by the administrative assistant. Logs will be kept for a period of 30 days and then destroyed.**
- **Visiting teachers and other school personnel who travel between schools and have contact with students will maintain a physical distance of 2 meters in the classroom and common areas. Community masks and/or face shields will be used when this is not possible. These individuals must maintain a log of their movements.**
- **Homeroom Teachers enter morning attendance in PowerSchool daily by 8:45 a.m.**
- **A student sign-in and sign out log for those who are tardy or leave early is manually kept at the office by the Administrative Assistant as part of normal practice and this will continue.**
- **Teachers will track students who are tardy or leave early in PowerSchool noting the time. The administrative Assistant will assist with this task as a back-up. (ie: recording the time in PowerSchool if a student is signed out of the school early or comes in late).**
- **All staff will enter and exit the building through the main office door.**

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- Staff must sign in each morning (date and time) and sign out when leaving for the day (date and time) or part of the day.
- Staff sign in/sign out logs are in a binder and located on a small table at reception.
- Staff who leave the school for appointments and return to the school must sign out and sign back in.
- Noting the time is very important for contact tracing purposes. In the event of an outbreak or exposure, public health requires this information.
  
- We have placed signage on all doors and stair wells indication flow of traffic and by whom.

### ARRIVAL ROUTINE

- Students will be arriving on busses and in cars by 7:20 daily. (regular loading zones will be used, parking lot side)
- There will be a bus duty teacher on site outside the building to encourage students to wear their masks. Physical distancing will be required.
- Parents are required to provide a clean community face mask for their child each day.
- When students leave a vehicle, they are encouraged to wear their face mask while entering the building.
- Primary students will enter the building through the parking lot side door and intermediate students will enter through the cafeteria side door.
- Once inside the school, students will travel to their homeroom classes using their class designated stairwell. (Primary – Outside KS class, intermediate outside cafeteria)
- Teachers will be present in homerooms to ensure each student sanitizes their hands upon entry.
- Face masks are not required in the classroom but are encouraged when travelling through the halls (ie: going to the washroom).

### DISMISSAL ROUTINE

#### 1:25 P.M. PRIMARY

- Students will get ready for home at the end of the day in their homerooms. Dismissal for primary students occurs between approximately 1:20 – 1:30 p.m. daily.
- Teachers will have a set routine for quick dismissal and will stagger exiting to allow classroom bubbles to remain intact.
- All students in each class bubble will form a line and walk with their teacher to the link exit door. (Daycare in front, pick-ups in the middle, bus students last). They will be encouraged to wear their face masks at this time.
- Students going to daycare will be picked up outside the link door, students being picked up by parents will be dismissed to waiting cars at the corner, and teachers will proceed to the buses and supervise loading. Once seated, face masks can be removed.
- Primary teachers work collectively to ensure all students are safe before signaling the busses to leave (with the wave of a hand).

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### 2:25 P.M. INTERMEDIATE

- Students will get ready for home at the end of the day in their homerooms. Dismissal for intermediate students occurs between 2:20 – 2:30 p.m. daily.
- Teachers are encouraged to have a set routine for quick dismissal and will stagger exiting to allow classroom bubbles to remain intact.
- All students in each class bubble will form a line and walk with their teacher to the end exit door. (Daycare in front, pick-ups in the middle, bus students last). They will be encouraged to wear their face masks at this time.
- Students going to daycare can proceed to the daycare immediately upon exit, students being picked up by parents will be dismissed to waiting cars at the corner, and teachers will proceed to the buses and supervise loading. Once seated, face masks can be removed.
- Intermediate teachers work collectively to ensure all students are safe before signaling the busses to leave (with the wave of a hand).

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
<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><a href="#">Staff Sign In and Out Doc</a></p> <p>Refer to Orientation Document for Staff</p> <p><a href="#">Refer to Return to School 2020 Document Pg. 9, 10</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</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><a href="#">Refer to Return to School 2020 Document – Appendix K</a></p>	<p>Done</p>	<p>8/17/2020</p>
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**Screening Notes:** *Outline how screening requirements are being met.*

- **Passive screening is required for school personnel, students, and others permitted in the school building prior to entry. Stakeholders have been advised of screening requirements within the orientations given.**
- **Staff who have symptoms of Covid-19 should stay home and enter the absence into AESOP as quickly as possible to secure a replacement. They should also call 811 or their health care provider for direction and comply with the instructions given.**
- **Parents are responsible for reviewing the Covid-19 symptoms prior to sending their children to school. Students with two or more symptoms should stay home and call 811 or their health care provider for direction and comply with the instructions given. Please refer to the screening tool linked above and on our website.**
- **Prior to the first day of school, regular staff members will receive a copy of our operational plan via e-mail. The body of the e-mail will outline the agenda for the first day including mandatory attendance at the orientation session. The e-mail will also include the required daily screening and home temperature check expectation. This will be further emphasized at the orientation session.**
- **The staff sign in/out binder is housed in the reception area. All staff enter through the main entrance and sign in each day, indicating they have reviewed the GNB up-to-date Screening Poster.**
- **The GNB Screening Poster is posted on the main door entrance and within the binder itself.**
- **The GNB Screening Poster is also clearly visible on all other doors leading into the school.**
- **Parents will have access to the operational plan prior to the beginning of school. Passive screening expectations will be included in our school opening messenger information and will be highlighted in monthly student and parent newsletters.**
- **Students and staff will self-monitor for signs of illness throughout the day.**

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- Should a staff member develop symptoms of Covid-19 at school, they will put on their masks immediately, notify the office, and go home. At home they should call 811 or their health care provider for direction and comply with the instructions given.
- Students developing symptoms of Covid-19 will be directed to the isolation area, located near the office (blue chair in lobby area).
- Parents will be contacted and are required to pick up their child in a timely manner (within 1 hour).
- The student and supervising adult are required to wear a face mask (medical provided) and physically distance by 2 meters while waiting for pick-up in the isolation area.
- A sign will be placed on the isolation area door to indicate the isolation space is in use.
- The isolation area will be cleaned/disinfected by the day custodian after each use following procedures within the Standard Cleaning and Disinfection Document.

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
<b>Section 6 - PHYSICAL DISTANCING</b>			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> <li>→ 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.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	<p><a href="#">Refer to Return to School 2020 Document various sections.</a></p> <p><a href="#">Itinerant professional information in Return to School 2020 Document pg. 18</a></p> <p><a href="#">Refer to Chartwells Operational Plan</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p><a href="#">Refer to Return to School 2020 Document Pg. 4</a></p>	<p><b>Done</b></p>	<p><b>8/13/2020</b></p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p><b>Done</b></p>	<p><b>8/13/2020</b></p>
<p>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.</p>	<p><a href="#">Refer to sample signage</a></p>	<p><b>Done</b></p>	<p><b>8/13/2020</b></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><a href="#">NB Reg 97-150</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>

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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.	<a href="#">Map</a>	Done	8/14/2020
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**Physical Distancing Notes:** *Outline how physical distancing is being supported and communicated.*

- **Classrooms – classrooms have been arranged in “bubbles”. Upon arrival students will be required to physically distance by 2M and are encouraged to wear a community face mask while travelling to their classrooms. Once inside their classrooms, teachers will facilitate hand sanitization. Masks do not need to be worn in the classroom bubble and physical distance is not required. Teachers have removed all unnecessary furniture within their rooms to allow for extra space.**
- **Library – the library may be used by one classroom bubble at a time (sign-up sheet). Staff will teach students (as appropriate) the process for disinfecting tables and chairs before and after use. They will be assisted and supervised by adults. If this is not possible the room will not be used.**
- **The Computer Room - the computer room may be used by one classroom bubble at a time (sign-up sheet). Staff will teach students (as appropriate) the process for disinfecting tables and chairs before and after use. They will be assisted and supervised by adults. If this is not possible the room will not be used.**
- **The Harbour Haven (guidance area) has been modified to allow for proper physical distancing and students must be supervised in this area. The maximum capacity for this room is 6 persons from the same bubble, signage has been posted.**
- **The Calm and Cool Room on the primary side may be used by students from the same bubble to a maximum of 4. All equipment must be sanitized before and after use (ie: mini trampoline).**
- **The auditorium is off limits to students this year and has been repurposed for storage. All assemblies will take place outside, in the gym or virtually with physical distancing between bubbles. Masks will be encouraged.**
- **Staff Lunchroom – The table/chair set-up has been modified to reflect the 2M physical distancing requirement. There is a limit of 6 persons that may be seated when eating (1 person per couch, 1 person per round table, and 2 people at the rectangular table). Staff members not seated may access the fridge, microwave, washroom, and telephone room, but masks are required. The number of people seated and standing combined will not exceed 10 people. Signage has been posted. There is extra seating for staff eating lunch in the auditorium. Extra tables are physically distanced and the maximum capacity for this area is 20. Staff must sanitize the tables before and after each use. Signage has been posted.**
- **Cafeteria – The table configuration has been modified and classroom bubbles have been assigned one bubble per table. The lunch schedule has been modified so primary students eat in one sitting and intermediate students eat at a second sitting. These measures will allow student bubbles to sit at every other table. Chartwells has completed an Operational Plan (link above).**
- **Conference Room – The table/chair set-up has been modified to allow for 2M physical distancing. The maximum capacity for this room is 12 persons, signage has been posted.**
- **Elevator – The elevator has a maximum capacity of 1. Exception: Staff may travel with students who have physical limitations with the use of community face masks as stipulated in a student’s Individualized Plan.**

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- **Staff Washrooms** – Staff have access to any of the 4 available washrooms (staff room, first floor primary, second floor intermediate, and accessible washroom). Maximum capacity for all staff washrooms is 1 person, signage has been posted to indicate maximum capacity and occupied/not occupied.
- **Student Washrooms** have been assigned according to class bubble to minimize contact between bubbles as much as possible. The maximum capacity for student washrooms is 2 unless students are from the same bubble where the maximum capacity is posted by facility size. Signage has been posted to indicate maximum capacity and occupied/not occupied. Masks are highly encouraged in washrooms.
- **Bathroom configurations:**
  - Kindergarten Stuart, Kindergarten Hatt, Grade 1 Wilcox, Grade 1-2 Doiron – first floor primary washrooms
  - Grade 2 Grant and Grade 3 Draper – second floor intermediate washrooms
  - Grade 4 Boone, Grade 4 Troke, Grade 5 Leeman, Grade 5 Aymar – first floor intermediate washrooms
  - Special needs, staff, early childhood (Talk with Me) – accessible washroom
- **Stairways** have been modified to allow one-way direction of traffic. Signage and arrows are in place.
  - Primary (K Stuart side) – flows **UP ONLY**
  - Primary (Link stairs) – flows **DOWN ONLY**
  - Intermediate (cafeteria side) – flows **UP ONLY**
  - Intermediate (second floor Boone side) – flows **DOWN ONLY**
  - Intermediate (both Gym end sides) flow **DOWN ONLY**
- **Hallways** – There are 3 narrow hallways (upstairs intermediate washroom, primary leading to Calm and Cool Room, and primary staffroom area), signage has been posted. All staff are required, and students are encouraged to wear masks when travelling through halls. We will endeavor to educate all stakeholders the need for mask wearing in common areas such as hallways. Travel on the right side only. Signage is posted.
- **Office Areas/Desks** (Principal, Administrative assistant, Guidance, Resource, Resource Support, Community School Coordinator, Music Teacher, Teacher desks) have “physical distance” lines on the floor in front of desks. Enter only when 2M physical distance can be maintained.
  - **Evacuation Drills** – Muster points remain in the grassy area opposite the playground. We will form muster lines by grade level as is our usual procedure. We will separate the muster lines by 2 M. Areas will be spread farther apart (2M) and paint will be used to mark the spots.
  - **ORDER:** Kindergarten Stuart – closest to the field, Kindergarten Hatt, Grade 1 Wilcox, Grade 1-2 Doiron, Grade 3 Draper, Grade 4 Boone, Grade 4 Troke, Grade 5 Aymar, Grade 5 Leeman – closest to the pea gravel
  - **ALL SIGNAGE / FLOW OF TRAFFIC / PHYSICAL DISTANCING REQUIREMENTS / ETC. ARE NOT IN EFFECT DURING EVACUATION EXERCISES.** Once outside the building bubble classes will resume physical distancing in muster areas.
- **School Map**



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<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.  Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i>  <a href="#">Refer to Return to School 2020 Document Pg. 13, 14, 15</a>  <a href="#">Bell Schedule</a>	<b>Done</b>	<b>8/1/2020</b>

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

- **Start and end times for individual students will be determined by the bussing arrangements made by ASDS transportation personnel. This will be communicated to parents by the district prior to school opening through Bus Planner. The parent transportation portal will be open by August 21.**
- **Link:**  
<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn3zrK4iFzutEpf96zjZV0zZUNURITjLORVE2OExCRVVOMeRT044S0gwSS4u>
- **Transportation News Release: (August 21, 2020)**
  - Unless a student is staying home for medical reasons, vulnerable students travelling on a school bus will follow the same directives previously shared by the department.
  - All students will sit in the same seat on their school bus every day. To promote physical distancing, buses will be filled from back to front. Clear curtains are also being installed to provide a physical barrier between bus drivers and students while students are getting on and off the bus.
  - Since K-5 students are not required to wear masks, they will sit one student per seat, or with a member of their household.
  - Students in Grades 6 to 12 wearing masks will sit two to a seat, but do not have to wear masks if they are sitting alone or with a member of their household.
  - Parents with questions about the *Return to School* plan can email [edcommunications@gnb.ca](mailto:edcommunications@gnb.ca).

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- The school schedule/routine has been modified to promote physical distancing in the following ways:
  - Students no longer gather outside on school grounds first thing in the morning.

### MORNING ROUTINE

#### 7:20 a.m. (busses begin arriving)

7:20 a.m. - classroom doors are open for student access and soft start activities, intervention, exploration or enrichment activities. Upon arrival, students travel directly to their homeroom bubble (masks encouraged) and remain in the classroom until instructional time begins. Each homeroom teacher is in their classroom for hand sanitization, monitoring washroom breaks, handing out breakfast items, and offering soft start activities for students.

#### 8:10 a.m.

Teachers are encouraged to have a classroom signal (ie: small bell) to indicate when soft start clean-up is to begin so that by 8:10 a.m. students are at their desks ready to learn. Teachers take and submit attendance in PowerSchool at this time (students will still be arriving through staggered entry) and students will stand for the morning announcements and the playing of O' Canada. First period instruction begins at 8:10 a.m. with morning tasks.

- Morning "recess" has been replaced with a 20-minute snack and movement break (not outside at this time)

### SNACK BREAK ROUTINE

#### 9:40 a.m.

Students will remain in their classroom bubbles during this time. Educational Assistants will be in classrooms and duty teachers in each hallway for assistance with snacks and bathroom monitoring. Teachers who are not on duty must ensure students have washed/sanitized their hands prior to going on their break. Students eat at their desks and throw their waste in the garbage bin when finished. Once snacks are consumed, students have play time in their classroom. Students may use the washroom throughout snack break; however, teachers should not wait until snack break to allow students access to washrooms. Bubble class bathroom access will be staggered throughout the day at the direction of the homeroom teacher.

Note: Students will have outside recreational time throughout the day with their class bubble. Each class has a 30-minute gym period for outside activities daily. In addition, teachers offer students outside exploration time and movement breaks throughout the day at their discretion.

- The schedule for lunch has been altered to allow for groups to alternate inside cafeteria time and outside play time.

### LUNCH AND PLAY ROUTINE

#### 11:30 – 12:20

Lunch will be divided into two blocks to allow for physical distancing. Homeroom teachers facilitate hand washing/sanitizing prior to 11:30 a.m.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**Block 1 (11:30 – 11:55)** - Primary students enter the cafeteria through the link to eat, keeping classroom bubbles intact. Teachers seat students at their designated table. An Educational Assistant at each designated table will monitor and offer support to students (not travelling between bubbles). There will also be two duty teachers in the cafeteria. One duty teacher will direct students to the cafeteria line by bubble (when available). The second duty teacher will monitor washroom use. Students will be required to use their designated washroom. Hand sanitizer will be used by all staff prior to assisting each student. Primary teachers are asked to collect their students at 11:55 a.m. and exit one bubble at a time. Staff must wear masks while on duty.

Intermediate teachers will take their students for outside play time during block one, keeping classroom bubbles intact. Students bring their lunches with them and exit through the end door. Each classroom is responsible for their recess “play bin” which can be taken outside at this time. There are 5 designated areas for outside play and there should be one classroom bubble in each play area. Teachers and Educational Assistants stay within their classroom bubble and monitor students, giving frequent reminders to avoid touching their faces. Staff are asked to bring students inside and allow for proper hand washing sanitizing at 11:55. Staff may also allow students to re-enter the building to access their designated washroom. Staff must wear masks while on duty.

Designated areas:

- A – Playground equipment
- B – Pea gravel area
- C – Grassy area
- D – Field
- E – Pavement area

**Block 2 (11:55 – 12:20)** - Primary students leave the cafeteria, travel by the gym, and proceed outside via the link exit for their play time. On warm dry days it is not necessary to return to the classroom before going outside. Each classroom is responsible for their recess “play bin” which can be taken outside at this time. There are 5 designated areas for outside play and there should be one classroom bubble in each play area. Teachers and Educational Assistants stay within their classroom bubble and monitor students, giving frequent reminders to avoid touching their faces. Staff are asked to bring students inside and allow for proper hand sanitizing at 12:20 p.m. before afternoon instructional time begins. Staff may also allow students to re-enter the building to access their designated washroom. Staff must wear masks while on duty.

Intermediate students enter the building through the intermediate entrance doors. While primary students are exiting the cafeteria through one end, intermediate students will be sanitizing and preparing to enter through the other end. Intermediate students are directed by the duty teacher to enter and be seated at their designated table one bubble at a time. Educational Assistants will monitor and offer support to students as needed. There will be 2 duty teachers in the cafeteria. One duty teacher will direct students to the cafeteria line by bubble (when available). The second duty teacher will monitor washroom use. Students will be required to use their designated washroom. Hand sanitizer will be used by all staff prior to assisting each student. Classroom teachers are asked to collect their students at 12:20 p.m. and exit one bubble at a time. Staff must wear masks while on duty.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

**PLEASE NOTE:** these times are guidelines, but this process is new and time consuming. It will be necessary to start early and end late, particularly in the beginning as we get used to the new routine. The important thing to remember is that we allow students ample time to sanitize and eat. We will need to work together and adjust, as necessary.

Each class is assigned one table and every other table will be empty at any given time. Cleaning and sanitizing of will occur following lunch.

- **Class transition times have been addressed as follows:**

Each class is assigned one 30-minute gym time slot per day for outside recreation (weather permitting). No two classes are scheduled at the same time. On inclement weather days, the gymnasium may be used. Each class has a large, wheeled bin filled with recreation equipment that can be transported and used. Each class is responsible for their bin and bins are not shared between bubbles. Teachers will take students outside at other times throughout the day for classes, activity breaks, or exploration, but must be physically distanced from other class bubbles.

Specialty teachers (Music, You and Your World, Personal Wellness, etc.) travel to the bubble classrooms to eliminate classes travelling through halls and sharing common classroom spaces (ie: music room). Travelling teachers are required to physically distance from student by two meters while in each classroom. Masks must be worn when this is not possible.

Lunch and after school transitions are pressure points and teachers are asked to coordinate and stagger movement during these times. Class bubbles will travel together in a line when navigating the hallway and teachers will ensure there is a time lag between classes during heavy travel times. Additional precautions include the wearing of community face masks in hallways, designated one-way traffic flow, staggered lunches, and separate dismissal times for K-2 and 3-5.

- **When the cafeteria opens, Chartwells will follow their operational plan (link above) for serving food**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<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.	<a href="#">Refer to Return to School 2020 Document Appendix G</a>  <a href="#">Refer to Table – BHS</a>  <a href="#">Refer to WHMIS Overview Document</a>	Done	8/17/2020
<b>Washrooms:</b> → 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.	<a href="#">Refer to Return to School 2020 Document Pg. 14</a>  <a href="#">Handwashing Poster</a>  <a href="#">Hand Sanitizer Poster</a>	Done	8/17/2020
Implement Bus Cleaning Protocol	<a href="#">Refer to Return to School 2020 Document – Appendix D</a>	In Progress	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>	<a href="#">Refer to Return to School 2020 Document – Appendix K</a>  <a href="#">Insert Water Bottle Signs</a>	Done	8/17/2020
Abide by EECD Ventilation Guidelines	<a href="#">Refer to Return to School 2020 Document Pg. 14</a>	Done	8/17/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- **WASHROOMS**
  - Face masks are strongly encouraged in student washrooms.
  - Students should wear their community face masks when travelling to and from the washroom as this is the least likely area for social distancing to be managed.
  - Hand washing signs are posted in every washroom and sink area in the school.
  - Facilities/custodial staff will ensure washrooms and sinks are equipped with running water, liquid soap, and paper towel.
  - Custodians will be responsible for monitoring all supplies to ensure stock is maintained in each washroom.
  - Designated washrooms will even out the number of students in each washroom as follows:
    - Grades K and 1 will use the washrooms on the bottom floor of the primary building
    - Grades 2 and 3 will use the washrooms on the top floor of the intermediate building
    - Grades 4 and 5 will use the washrooms on the bottom floor of the intermediate building
  - The accessible washroom will be used by students on specialized programs involving toileting.
  - Students may use the washroom at any time, but regularly scheduled “bubble visits” are also encouraged.
  - Washrooms are very small, and we will endeavor to train students to adhere to maximum capacity signs.
  
- **HAND HYGENE UPON ARRIVAL**
  - There is one sanitizing station per classroom and staff facilitate the sanitization of students’ hands as they enter each morning and as needed throughout the day.
  - There is one sanitizing station at the main entrance (staff, visitors,) and all staff/visitors must sanitize upon arrival.
  - Teachers discuss, model, and practice proper hand washing / sanitizing techniques as part of their daily routine.
  
- **OBJECTS AND HIGH TOUCH SURFACES**
  - Equipment/frequently touched items and surfaces will be cleaned as per the Standard Cleaning and Disinfection Protocol.
  - Sanitizing stations are in all common areas (main entrance, staff room, photocopy room, telephone rooms, conference room, library, auditorium, computer room, etc.). These are checked periodically throughout the day by the custodial staff and stocked, as necessary.
  - All staff must sanitize photocopiers, telephones, and microwaves, before/after use. (signage posted)
  - All staff must sanitize personal items and equipment (ie: laptops, desks, phones, etc.) regularly.
  - Staff must ensure students wash/sanitize following any outside activity time (Gym, lunch recess, body break, exploration time).
  - Shared equipment and supplies within classrooms must be cleaned and disinfected by students/staff before each use (ie; computer keyboards, toys, music instruments, art supplies, smartboard markers, and any other materials or items that students might communally use). If this is not possible, the item will not be used.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- High touch surfaces will be cleaned with increased frequency by custodial staff (at least twice per day and when visibly soiled).
- A cleaning and disinfection schedule will be in place with clear accountabilities assigned to specific staff.
- Student desks and chairs will be cleaned by the night custodian daily.
- Water fountains will not be permitted. Water filling stations or bottled water will be in place prior to opening. Signs posted.
- **BUSSES**
  - Individual bus drivers are responsible for ensuring Bus Cleaning Protocols are practiced twice daily (see Appendix D)
- **OUTBREAK INFORMATION**
  - In the event of an outbreak, we will ensure proper areas are cleaned as per the Outbreak Management Plan (See Appendix G)
- **VENTILATION**
  - We will open windows as much as possible. We will report any ventilation issues for our facilities team for repair.

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
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
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 <b>and</b> walls.</i>	See <a href="#">Table 1</a>  <a href="#">Refer to Return to School 2020 Document Pg. 11, 12, 13</a>  Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a>	<b>Done</b>	<b>8/17/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>Gloria Russell (day custodian) to monitor and report to Gina Leslie (Administrative Assistant) when supplies are low</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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><a href="#">Hand Sanitizer Poster</a></p> <p><a href="#">Refer to Return to School 2020 Document Pg. 11, 12, 13</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</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><a href="#">Refer to Return to School 2020 Document – Appendix A</a></p> <p><a href="#">Community Mask Poster</a></p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>

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

- **We have an ample supply of 362 Cleanser/Disinfectant. Custodians will dilute product as directed, state the name, and put the solution into pre-labeled bottles. There will be 1 bottle available in each classroom within the school.**
- **362 cleanser/disinfectant will also be placed at the main entrance, beside the photocopier, beside every telephone, in the staff room, and all other common areas.**
- **Custodians will regularly monitor disinfectant supply levels and restock, as necessary. Custodians will inform the Administrative Assistant when supplies are low.**



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- Each classroom will have a supply of hand sanitizer (alcohol free) within the class for staff and student use. Hand sanitizer will be distributed by staff only.
- Custodians will regularly monitor sanitizer supply levels and restock, as necessary.
- Parents sending hand sanitizer to school with students must ensure the product is scent free.
- All staff and students are required to have a clean community face readily available each day. Masks must be worn by staff in all common areas (halls, washrooms, staffrooms, etc.) Students are encouraged to wear masks in all common areas (halls, bathrooms, etc.).
- Teachers will discuss, model, and practice proper hand washing / cough/sneeze etiquette techniques as part of their daily routine.

**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>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<b>Section 10 - PERSONAL PROTECTIVE EQUIPMENT</b>			
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>	<a href="#">Refer to Return to School 2020 Document – Appendix C, H</a>  <a href="#">Itinerant professional information in Return to School 2020 Document pg. 18</a>	<b>Not Started</b>	Click or tap to enter a date.
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		<b>Done</b>	Click or tap to enter a date.
<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>		<b>Done</b>	Click or tap to enter a date.
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	Choose an item.	Click or tap to enter a date.
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	Choose an item.	Click or tap to enter a date.
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	Choose an item.	Click or tap to enter a date.
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>  <a href="#">Refer to Return to School 2020 Document – Appendix A</a>  <a href="#">Community Mask poster</a>	<b>Done</b>	<b>8/18/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

### PHYSICAL BARRIERS:

- A plexiglass barrier will be installed on the Administrative Assistant's desk and reception area.
- Plexiglass sneeze guards will be used by visiting professionals (ie: EAL, ISD, Speech Pathologists, etc.)

### MASKS:

- Every staff member is required to have a community face mask with them every day to be worn in all common areas.
- Students/staff who are feeling unwell at school will be provided with a medical mask to wear. Do not reuse medical mask.
- We will have a supply of masks available for students and staff who forget them.

### FACE SHIELDS:

- We will provide every staff member with one personal face shield to wear when necessary.
- Note: community masks must be worn with face shields, a face shield does not solely replace a community mask.

### HAND AND EYE PROTECTION:

- Nitrile gloves will be available to staff as required.
- Custodians must wear gloves when cleaning the isolation area.
- Safety glasses and goggles are available upon request or as deemed essential by a risk assessment.

### ACCOMODATIONS:

- Social stories have been developed around covid-19 safety precautions for students.
- Students with exceptionalities will be accommodated regarding mask wearing (ie: sensory issues, medical conditions, etc.) according to their individual learning plans.
- All staff facilitating toileting programs will be required to wear at minimum a face mask and other PPE as determined through the risk assessment document.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<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> <a href="#">Refer to Orientation</a>	<b>In Progress</b>	Click or tap to enter a date.
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	<b>In Progress</b>	Click or tap to enter a date.
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	<b>In Progress</b>	Click or tap to enter a date.
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	<b>Done</b>	<b>8/17/2020</b>
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>	<b>In Progress</b>	Click or tap to enter a date.
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>	<b>Done</b>	<b>8/18/2020</b>
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>	<b>Done</b>	<b>8/18/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

**STAFF ORIENTATION:**

- BHS teaching staff orientation will take place on the first day of their return, August 31. BHS support staff orientation will take place on the first day of their return, September 3. Attendance will be mandatory and recorded.
- We will review:
  - Employee rights and responsibilities regarding the Occupational Health and Safety Act
  - All policies and processes implement in this plan regarding Covid-19
  - The work refusal process / vulnerable population
  - PPE and protocol information
- The school Joint Health and Safety Committee will be involved in monthly reviews of this plan (or more often if needed).  
Members include:
  - Jo-Ann Schwarze – Principal
  - Gloria Russell – Custodian
  - Gina Leslie – Administrative Assistant (CUPE)
  - Roxanne Grant – Core Leadership Team (primary teacher)
  - Alyssa Draper - Core Leadership Team (intermediate teacher)
  - Denieve Daniels - Core Leadership Team (resource teacher)
- All additional staff members are invited to attend the monthly Health and Safety Committee Meeting (attendance is voluntary).
- Minutes of each meeting are sent to ASDS and Worksafe NB by the 15<sup>th</sup> day of each month. Minutes of each meeting are posted in the staff mail room.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<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><a href="#">Refer to Return to School 2020 Document – Appendix K</a></p>	<b>In Progress</b>	Click or tap to enter a date.
<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><a href="#">Refer to Return to School 2020 Document – Appendix K</a></p>	<b>In Progress</b>	Click or tap to enter a date.

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

**COMMUNICATION:**

- BHS teaching staff orientation will take place on the first day of their return, August 31. BHS support staff orientation will take place on the first day of their return, September 3. Attendance will be mandatory and recorded.
- The Outbreak Management Plan will be reviewed with all staff as part of this orientation.
- In the event of an outbreak, district will be notified.
- All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. Public Health will advise the school, manage communications, and be responsible for contact tracing.
- The school will follow all protocols outlined in the EECD Outbreak Management Plan - (Return to School 2020 Document – Appendix K)
- Staff members testing positive for Covid-19 are referred to WorkSafe NB at the district level.
- Confidentiality will strictly be maintained.

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
<b>Section 13 - MENTAL HEALTH</b>			

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.</p>	<p>Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at <a href="http://www.homeweb.ca">www.homeweb.ca</a></p> <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> <p><a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</a></p>	<p><b>In Progress</b></p>	<p>Click or tap to enter a date.</p>
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**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

- **Mental health resources will be shared with staff during our orientation sessions on August 31 (teaching staff) and September 3 (support staff).**
- **We will regularly reference the importance of mental health and wellness and of the resources available.**
- **We will continue to support a school-based wellness committee.**
- **We shared (July 29) all pertinent information regarding the Employee and Family Assistance Program provided by Homewood Health, including:**
  - **Newsletter announcement**
  - **Frequently asked questions**
  - **Homeweb sign-up guide**
  - **EFAP poster**
  - **EFAP brochure**
  - **EFAP wallet Card**



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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
<b>Section 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	<a href="#">Return to School document Pg. 13, 14, 15</a> <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Done</b>	<b>8/18/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>	<a href="#">Refer to Chartwells Operational Plan</a> <a href="#">Talk With me Operational Plan</a> <a href="#">Boys and Girls Club Operational Plan</a>	<b>Done</b>	<b>8/10/2020</b>
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>Not Started</b>	Click or tap to enter a date.
Site Specific Considerations: <ul style="list-style-type: none"> <li>• Cafeteria / Licensed Kitchen</li> <li>• Breakfast Program</li> <li>• After School Program</li> <li>• Talk With Me Program</li> <li>• Water coolers</li> </ul>		<b>Done</b>	<b>8/18/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

- If cafeteria reopens for hot meals, service will be provided by Chartwells in accordance with the Food Premises Regulation. Health and safety measures for Food Service Providers will comply with WorkSafe NB workplace guidelines for COVID-19. (operational plan link above).
- The school will ensure that persons serving food wear gloves and a community face mask. Students and staff will not serve themselves. Class bubbles have assigned seating and every other table will be vacant. Supervision will be provided by staff.
- Breakfast program is a regular service provided at BHS. Our Community School Coordinator, Rebecca Allen, has the required food safety credentials and is responsible for the program operation.
- We will no longer utilize the cafeteria as a physical space for the breakfast program. In September 2020, we will provide individually wrapped “Grab and Go” items only to each classroom bubble. We will reevaluate in October during our monthly review.
- In addition, we have a licensed kitchen for our After-School Program, which is regularly inspected. We will not offer After-School Programming in the month of September. We will reevaluate in October during our monthly review.
- Our After-School Program is facilitated by the Boys and Girls Club of Charlotte County in our licensed classroom. We hope to resume after-school services in October 2020. (Operational Plan link above)
- We offer services through the Early Childhood Education “Talk With Me” program one day per week during regular operational hours. (Operational Plan link above)
- All water fountains will be turned off or covered with plastic by facilities staff. Signage is posted at every water fountain.
- Water bottle refilling stations will be installed by facilities staff as soon as possible. We will begin the school year with Plan B (water coolers) which will be delivered by facilities prior to the opening of schools.
- [Link to Appendix F](#) – PHYS ED AND SPORTS

# COVID-19 OPERATIONAL PLAN FOR SCHOOLS

## 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.

School Name	BLACKS HARBOUR SCHOOL
Principal (Signature)	<i>Jo-Ann Schwartze</i>
School District Official (Signature)	<i>Zoë Watson</i>
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

**AUGUST 28, 2020**