

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>Jo-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.**

<i>Jo-Ann Schwarze + Core Leadership T</i>	<i>September 29, 2020</i>		
Name ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
<i>Jo-Ann Schwarze + Core Leadership T</i>	<i>November 3, 2020</i>		
Name ( <i>November Review</i> )	Date	Name ( <i>March Review</i> )	Date
<i>Jo-Ann Schwarze + Core Leadership T</i>	<i>December 9, 2020</i>		
Name ( <i>December Review</i> )	Date	Name ( <i>April Review</i> )	Date
<i>Jo-Ann Schwarze + Core Leadership T</i>	<i>January 19, 2021</i>		
Name ( <i>January Review</i> )	Date	Name ( <i>May Review</i> )	Date

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

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
<ul style="list-style-type: none"> <li>Section 14 - Updated operational plan for <a href="#">Talk With Me Program</a> received September 24th</li> </ul>	September 29, 2020
<ul style="list-style-type: none"> <li>Section 4 - Moved visitor sign-in sheet away from the reception window and placed on a separate table at the entrance with better labels as visitors were using the staff sign in. Changed "<b>Sign in/sign out logs are in a binder at the office window</b>" to "<b>are located at the main entrance on a table</b>"</li> </ul>	September 18, 2020
<ul style="list-style-type: none"> <li>Section 8 - Extra sanitizing stations were added to link door and intermediate door to facilitate sanitization when entering from outside (ie: not first thing in the morning) and small bottles of EZ-Pure will be used by teachers when travelling with students.</li> </ul>	September 23, 2020
<ul style="list-style-type: none"> <li>Section 9 – "<b>Hand sanitizer will be distributed by staff only</b>" has been changed to "<b>Students will use the provided pump to sanitize their hands with adult supervision.</b>"</li> </ul>	September 29, 2020
<ul style="list-style-type: none"> <li>Section 7 – changed one outside area. Eliminated "pavement area" and substituted "outside classroom and Beyond"</li> </ul>	September 9, 2020
<ul style="list-style-type: none"> <li>Section 14 - After School Program started. Note to staff:</li> </ul> <p>Our After <b>School Program</b> gets underway today with Stephanie Firlotte and Kate Small. Once students leave the classroom bubble, they are required to hand washing/sanitization prior to entering the ASP room. They will then be required to follow the operational plan of the <b>Boys and Girls Club</b> (linked in our plan). Students in the ASP are limited to the <b>bottom intermediate floor at all times</b>. Other notes:</p> <ul style="list-style-type: none"> <li>The ASP room is the main area for program delivery.</li> <li>The Community Kitchen will be used with supervision and max capacity followed.</li> <li>The gymnasium will be used with their own equipment after 2:30 p.m.</li> <li>The playground will be used only if sanitized prior to use. They must leave if a member of the public is using the playground.</li> <li>They may walk through the cafeteria, but not use the tables.</li> <li>All students in the ASP will use the community washroom (single, wheelchair accessible) only.</li> <li>ASP students must be masked at all time when outside the ASP room or gym (ie: kitchen, halls, washroom, etc.).</li> <li>The ASP will be cleaned in the same way as regular classrooms after 5:00 p.m. by the evening custodian (Denise). This includes garbage emptied, sweep and wash floor. The B&amp;G Club are responsible for sanitizing equipment and tables as per their operational plan.</li> </ul>	October 13, 2020
<ul style="list-style-type: none"> <li>Section 6 (physical distancing) - Cafeteria – bubbles are coming in close contact during primary dismissal due to the middle table (Grade 2). We created a pathway at the end of the Grade 3 table to allow Grade 1 to dismiss without passing between other bubbles.</li> </ul>	October 14, 2020
<ul style="list-style-type: none"> <li>Section 2 (communication) - link to new directives for Orange Level, which two zones in the province are now in (Zone 1, Moncton Region and Zone 5, Campbelltown Region). Anyone travelling in these zones must follow Orange level protocols for 14 days following contact.</li> </ul>	October 15, 2020

<p>The orange Zone guidelines can be found <a href="#">here</a>. Messaging went home to families via messenger.</p>	
<ul style="list-style-type: none"> <li>Section 10 (PPE) - though some schools can accommodate good sized numbers distanced in meeting rooms the advice from Dr Barker is to <b>use masks in meeting rooms, and take your mask off when you want to speak</b>. We will begin following this protocol immediately.</li> </ul>	<p>October 15, 2020</p>
<ul style="list-style-type: none"> <li>Section 10 (PPE) - Link to <a href="#">letter</a> from the deputy minister reiterating the use of masks in meeting places for staff.</li> </ul>	<p>October 20, 2020</p>
<ul style="list-style-type: none"> <li>Section 5 (screening) – new <a href="#">screening poster</a> released October 21. All door signage has been replaced with the new sign.</li> </ul>	<p>October 22, 2020</p>
<ul style="list-style-type: none"> <li>Section 14 - We have not finalized dates for FACE to do EYE-DA testing with our pre-K students, however we have the <a href="#">operational plan</a> guidelines for testing days.</li> </ul>	<p>October 22, 2020</p>
<ul style="list-style-type: none"> <li>Section 14 (additional considerations) – We have one student receiving in-person mentoring from Big brothers Big Sisters. BBBS Operational plan <a href="#">link</a></li> </ul>	<p>November 1, 2020</p>
<ul style="list-style-type: none"> <li>Section 2 (communication) – Zone 5 has returned to the yellow phase and as such students who have visited this zone no longer have to follow the directives for “orange”. This <a href="#">letter</a> went out to all ASD-S families.</li> </ul>	<p>November 6, 2020</p>
<ul style="list-style-type: none"> <li>Section 2 (communication) - Please be aware that effective November 6, <b>students who travel between the Canada/US border (in Washington County) for any reason, including for the purposes of custody arrangements, are not permitted to attend school for a period of 14 days from the date of their return to Canada.</b> <a href="#">Link</a> to letter home to parents.</li> </ul>	<p>November 6, 2020</p>
<ul style="list-style-type: none"> <li>Section 2 (communication) – Zone 1 (Moncton Region) – This region has returned to the orange phase. The following information was communicated to staff and families:</li> </ul> <p>If anyone travels to orange, on your return you must follow the directives for orange with wearing a mask for 14 days and as always, monitoring for symptoms. See the information below from the “Return to School” Document – <b>and this applies to all who travel to the Moncton Health Region while they are in orange.</b> For staff travelling daily from orange, the mask can be removed when 2m (in all directions) from others while working or eating/drinking. IT DOES ONLY APPLY TO THE PERSON WHO TRAVELLED TO ORANGE, not others in the home. The district will send a communication to all ASD-S families on Friday.</p>	<p>November 19, 2020</p>

<p><b>Travel between orange and yellow alert zones</b>  <i>Everyone travelling between Orange and Yellow alert zones must self monitor and wear a mask for 14 days and must follow directives in accordance with the Mandatory Order as if they were in the orange phase. This applies to travelling professionals, supply teachers, school personnel and students, and employees of early learning and childcare facilities and children attending early learning and childcare facilities.</i></p> <p><i>This only applies to the individual who has travelled and does not apply to other members of the same household. It is recommended that members of the household self monitor and get tested if they develop symptoms of COVID-19.</i></p> <p>Given the fact that we have cases now in the Saint John Health Region (which is ASD-S) and the proximity of part of our District to Moncton, it is very important that we always practice the 2m of physical distancing, the use of masks, and as Dr. Russell reminds us daily to keep our “bubbles/close contacts” very small outside of school.</p> <p>A reminder that teachers/EAs/custodians can get <a href="#">tested</a> (every two weeks) even if you do not have any symptoms because of working in a school. Public Health would strongly suggest you are tested if you have any symptoms. All of the information needed is in this <a href="#">link</a>.</p>	
<ul style="list-style-type: none"> <li>• Section 2 (communication) – effective midnight November 20, 2020 <b>Zone 2</b> (the Saint. John Region which encompasses all ASD-S) has <b>transitioned back to Orange</b>. The following communications went out over the weekend to all families: <ul style="list-style-type: none"> <li>- Transition to orange <a href="#">letter</a> from Superintendent</li> <li>- EECD directives for <a href="#">ORANGE</a> level</li> <li>- <a href="#">Letter</a> from Principal to staff November 22</li> </ul> </li> </ul>	November 23, 2020
<ul style="list-style-type: none"> <li>• Section 4 (building access) – <b>while in orange</b>, personnel <a href="#">providing services to students</a> may continue to access the building. Child and Youth clinicians, Speech Language Pathologists, Occupational Therapists, Physiotherapists, English Language Coaches, etc.</li> <li>• Such personnel must adhere to the visitor guidelines <b>and</b> wear masks at all times in the building. In addition, they will use the plexiglass desk shields. Face shields are also available.</li> </ul>	November 23, 2020

<ul style="list-style-type: none"> <li>• Non-essential personnel previously booked, such as Harveys Studio, are cancelled.</li> </ul>	
<ul style="list-style-type: none"> <li>• Section 5 (screening) – Reminder: all staff entering the building must screen themselves before entering the building. If there are symptoms of COVID, they should not be at school. <a href="#">screening poster</a></li> <li>• Any person contacted by Public Health and identified as a close contact of a positive case must <b>adhere to directives of public health</b> and self-isolate for 14 days.</li> <li>• Staff may have a Covid test <b>as a precaution</b> (can do so every 2 weeks <u>even without symptoms</u>), but are not required to self-isolate <u>if no symptoms are present</u>. If symptoms are present, they would not enter after self-screening.</li> <li>• If a person in a house is directed by Public Health to self-isolate because they are a close contact to a positive case, <b>Public Health will advise</b> if other household members are also required to self-isolate.</li> </ul>	November 23, 2020
<ul style="list-style-type: none"> <li>• Section 6 (physical distancing) – <b>while in orange</b>, staff are asked to promote greater physical distancing in classroom bubbles. If desks are used, they should not be arranged in groups, but rather spread out as much as possible. If tables are used, staff are asked to reduce the number of students at each table and make use of other classroom spaces as much as possible.</li> <li>• Classroom bubbles travelling in and out of the cafeteria space should leave large obvious distances (6 feet or more) between bubbles. Stop and allow other bubbles to go ahead to avoid crossing through another class.</li> <li>• <b>Staff Rooms:</b> Effective immediately there is <b>no eating permitted in the staff room</b>. Please respect new <a href="#">signage</a> on the door and the max capacity change to 3 persons. Staff are encouraged eat in their classrooms or designated spaces. When there is more than one person eating in a space, please ensure you are distanced a <u>minimum</u> of 2 meters at all times. The staff room may only be used to <u>access</u> the fridge, microwave, telephone room, washroom or personal items. Please remember to sanitize fridge handles, microwaves, etc. after use. The purpose of this is to spread out as much as possible when masks are off to eat. While in yellow, in staff rooms we allow folks to be seated and distanced to eat while other people come and go to access things. This is not permitted in orange because the risk is greater.</li> <li>• <a href="#">Staff are not a bubble!</a></li> <li>• <a href="#">Staff rooms are hot spots!</a></li> </ul>	November 23, 2020
<ul style="list-style-type: none"> <li>- Section 10 (Personal Protective Equipment) – <b>Increased mask use in orange phase</b></li> <li>- Masks are required to be worn by all staff and students unless medically exempt with documentation. This includes on the bus, inside classrooms, outside at recess, in washrooms, parking lots and in all common areas. We currently <u>do not</u> have anyone at BHS with a medical exemption for mask use.</li> <li>- Masks are not required while eating or during an <u>organized</u> physical activity in gym class. Students working <u>silently</u> (not talking) and <u>distanced</u> may take their masks down. Staff working alone in their room/office with the door closed may take their mask down.</li> <li>- Masks are required to be worn by all staff in meeting rooms even when physically distanced – no exceptions.</li> <li>- Staff working with students with a PLP goal of “increasing mask tolerance” should wear a mask <b>and</b> face shield.</li> </ul>	November 23, 2020

<ul style="list-style-type: none"> <li>• Section 12 (outbreak Management Plan): <ul style="list-style-type: none"> <li>- If a case is <b>confirmed</b> in a school the following protocol is followed:</li> <li>- The principal is contacted and communicates immediately with the superintendent.</li> <li>- The superintendent will communicate the outbreak to the families and staff. An outbreak is <b>one</b> confirmed positive case.</li> <li>- Public Health and team will begin contact tracing (our internal sign in and out sheets are extremely important).</li> <li>- There will be teachers and staff who will be asked to self-isolate by Public Health if they are a close contact to a confirmed case.</li> <li>- In the case of <u>self-isolation</u> of a staff or student, there is no communication to families/staff (ie: you will not be told if someone is self-isolating).</li> <li>- It is important to remember that schools cannot share any personal or health related information about staff or students who are self-isolating or who have tested positive, for privacy reasons. However, Public Health investigates <u>every</u> confirmed case, and would notify any staff or student who was required to self-isolate due to close contact with a confirmed case. If we have a positive case in our school we will be informed - <b>No news is good news!</b></li> </ul> </li> </ul>	<p>November 23, 2020</p>
<ul style="list-style-type: none"> <li>• Section 14 (additional considerations) Music: <ul style="list-style-type: none"> <li>- <b>Under the Orange phase</b>, we are not permitted to use wind instruments or sing. We will proceed with classes, but will adjust the activities.</li> </ul> </li> </ul>	<p>November 23, 2020</p>
<ul style="list-style-type: none"> <li>• Section 4 (building access) – <b>while in orange</b> our SLP will work out of the library as this space is larger and has windows that open for ventilation. This room has been reserved exclusively for the SLP on December 3, 9, and 16.</li> </ul>	<p>November 24, 2020</p>
<ul style="list-style-type: none"> <li>• Section 2 (communication) – <a href="#">FAQ</a> document for ORAGNE</li> </ul>	<p>November 24, 2020</p>
<ul style="list-style-type: none"> <li>• Section 6 (physical distancing) – Effective immediately and for as long as we are on orange, students will eat lunch in their homeroom classrooms (not the cafeteria) and at their desks to ensure physical distancing.</li> <li>• Guidelines: <ul style="list-style-type: none"> <li>- Vigorous hand sanitizing prior to eating (hand washing if hands are visibly dirty)</li> <li>- Students will eat at their desks/tables with as much distance as you can accommodate (ie: move desks apart, reconfigure seating at tables knowing some students will be away for the duration)</li> <li>- Students remove their masks while seated and eating at their desks</li> <li>- When students are completely finished eating, they should put their masks back on, take their garbage to the garbage can, and put their lunch boxes away.</li> <li>- Students sanitize again. Desk surfaces are sanitized.</li> </ul> </li> <li>- Reminder that shared items must be sanitized at the end of each day so you may want to rotate out your centers each day.</li> </ul>	<p>November 24, 2020</p>

<ul style="list-style-type: none"> <li>Section 2 (communication) – <a href="#">letter</a> from Superintendent to families</li> </ul>	November 25, 2020
<ul style="list-style-type: none"> <li>Section 5 (screening) - <a href="#">poster</a> – changed the door signage to reflect the latest tool</li> </ul>	December 2, 2020
<ul style="list-style-type: none"> <li>Section 2 (communication) – <a href="#">letter</a> from the Deputy Minister regarding Holiday celebration guidelines</li> </ul>	December 3, 2020
<ul style="list-style-type: none"> <li>Section 2 (communication) – Message to staff via e-mail:</li> </ul> <p>As you know Zone 2 and ASD-S have returned to YELLOW phase of recovery – as such, for today we return to the yellow phase with masks.</p> <ul style="list-style-type: none"> <li>Students wear masks in common areas when they are outside of their class bubbles inside the school (e.g. going to the washroom, to the guidance area the office etc).</li> <li>Students may remove masks when in their class bubble, some students may decide to continue wearing their masks of course.</li> <li>Students wear masks as they approach and board the buses.</li> <li>Students in grades 6-12 wear masks on the buses – no masks at K-5.</li> <li>Homeroom teachers may remove their masks within their class bubble, all other staff travelling between bubbles continue to wear masks</li> <li>EA's working with the twins no longer have to wear face shields (but may if you choose)</li> <li>Staff are NOT a bubble, so masks are worn after hours, in common areas, through meetings, etc.</li> </ul> <p>Staff rooms – we want to do all we can to minimize risk next week, we are asked to continue the no eating, no loitering, wipe surfaces and a max capacity in staffrooms.</p>	December 11, 2020
<ul style="list-style-type: none"> <li>Section 2 (communication) – ASD-S <a href="#">Message</a> to families via messenger</li> </ul>	December 11, 2020
<ul style="list-style-type: none"> <li>Section 2 (communication) – Dec 18, 2020</li> <li><a href="#">Letter</a> from Minister Cardy Re; mask-up campaign – students and school staff are strongly encouraged to wear masks in school setting for two weeks after the holiday break.</li> </ul>	December 18, 2020
<ul style="list-style-type: none"> <li>Section 2 (communication) – Dec. 18, 2020 from Zoe Watson, Superintendent : <ul style="list-style-type: none"> <li>Students who are leaving NB for custody visits over the holidays are able to return to our schools on January 4, 2021, there is no required self-isolation.</li> <li>Those who are travelling to the US for custody visits, must self-isolate and be back in Canada 14 days before coming to school in January.</li> </ul> </li> </ul>	December 18, 2020

<ul style="list-style-type: none"> <li>- Jessica Hanlon is preparing communication to go to families today for this as well.</li> </ul>	
<ul style="list-style-type: none"> <li>• Section 2 (communication) – Holiday return <a href="#">letter</a> (Zoe Watson)</li> </ul>	January 4, 2021
<ul style="list-style-type: none"> <li>• Section 2 (communication) – effective midnight January 5, 2020 <b>all zones in NB transitioned back to Orange</b>. The following communications went out to all families: <ul style="list-style-type: none"> <li>- Transition to orange <a href="#">letter</a> from Superintendent</li> <li>- EECD directives for <a href="#">ORANGE</a> level</li> <li>- <a href="#">Letter</a> from Principal to staff November 22</li> </ul> </li> </ul>	January 6, 2021
<ul style="list-style-type: none"> <li>• Please see all directives regarding transition to Orange from November 23 (above). We will revert back to all directives for the orange phase: <ul style="list-style-type: none"> <li>- Section 4 (building Access – see November 24</li> <li>- Section 5 (screening) - see November 24</li> <li>- Section 6 (physical distancing) - see November 24</li> <li>- Section 12 (outbreak Management) - see November 24</li> <li>- Section 14 (additional Considerations) Music - see November 24</li> </ul> </li> </ul>	January 6, 2021
<ul style="list-style-type: none"> <li>• Section 2 (communication) – <a href="#">message</a> sent to ASD-S families regarding update to travel restrictions. This addresses custody visits and the need for weekly testing following the visit and return to NB – schools are not monitoring this, only informing families. This will be monitored by Public Health.</li> </ul>	January 11, 2021
<ul style="list-style-type: none"> <li>• Section 2 (communication) – <a href="#">message</a> to families from ASDS</li> </ul>	January 17, 2021
<ul style="list-style-type: none"> <li>• Section 2 (Communication) – Cases in NB continue to rise. Zone 4 (Edmundston) area has transitioned to the red zone. It was announced that schools in red zones would stay open. Here is the <a href="#">link</a> to the minister’s letter. Here is a <a href="#">link</a> to Changes in Directives for Red level alert.</li> </ul>	January 18, 2021
<ul style="list-style-type: none"> <li>• Section 2 (Communication) – <a href="#">Communication</a> to staff regarding tightening up of operational plan.</li> </ul>	January 18, 2021
<ul style="list-style-type: none"> <li>• Section 8 (Cleaning and Disinfecting) – Plan for extra cleaning prior to students switching classrooms on February 1 for the Intensive French/English switch over: <ul style="list-style-type: none"> <li>- On Friday, January 29 prior to leaving for the day, grade 5 students will gather their personal belongings together and place them in plastic bags. A label will be provided for each student. These bags will be placed outside the classroom door in the hallway to sit for 48 hours.</li> </ul> </li> </ul>	January 19, 2021



<ul style="list-style-type: none"> <li>- On Friday evening, along with regular cleaning (ie: floors and garbage) the following items will be sprayed with 362 disinfectant: <ul style="list-style-type: none"> <li>- Desks inside and out</li> <li>- Student chairs</li> <li>- Coat hooks and boot racks</li> <li>- Touch surfaces (windows, lights, etc.)</li> <li>- Individual student book bins</li> </ul> </li>   <li>- On Monday morning grade 5 students will gather their belongings from the hall and enter their new classroom.</li> </ul>	
<ul style="list-style-type: none"> <li>• Section 6 (physical distancing) – on days with <b>extreme weather conditions</b> (ie: low temperature, rain, sleet, snow, etc.) the intermediate students will be permitted to travel through the primary building and exit the parking lot side door. Students waiting for pick-up/late busses will be permitted to wait in the primary entrance.</li> </ul>	<p>January 19</p>