

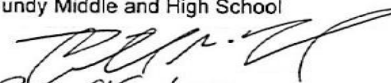
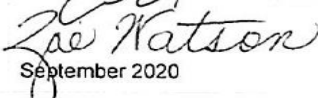
COVID-19 OPERATIONAL PLAN FOR SCHOOLS



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 for review by **August 26th, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

School Name Fundy Middle and High School
 Principal (Signature) 
 School District Official (Signature) 
 Plan Implementation Date September 2020

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

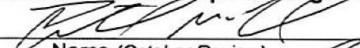
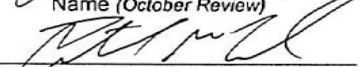
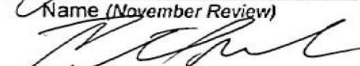
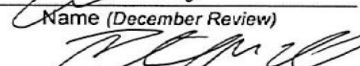
 Name (October Review)	Oct/21/2020 Date		
 Name (November Review)	Nov/20 th /2020 Date		
 Name (December Review)	Dec/18/2020 Date		
 Name (January Review)	Jan/14/2021 Date		
		Name (February Review)	Date
		Name (March Review)	Date
		Name (April Review)	Date
		Name (May Review)	Date

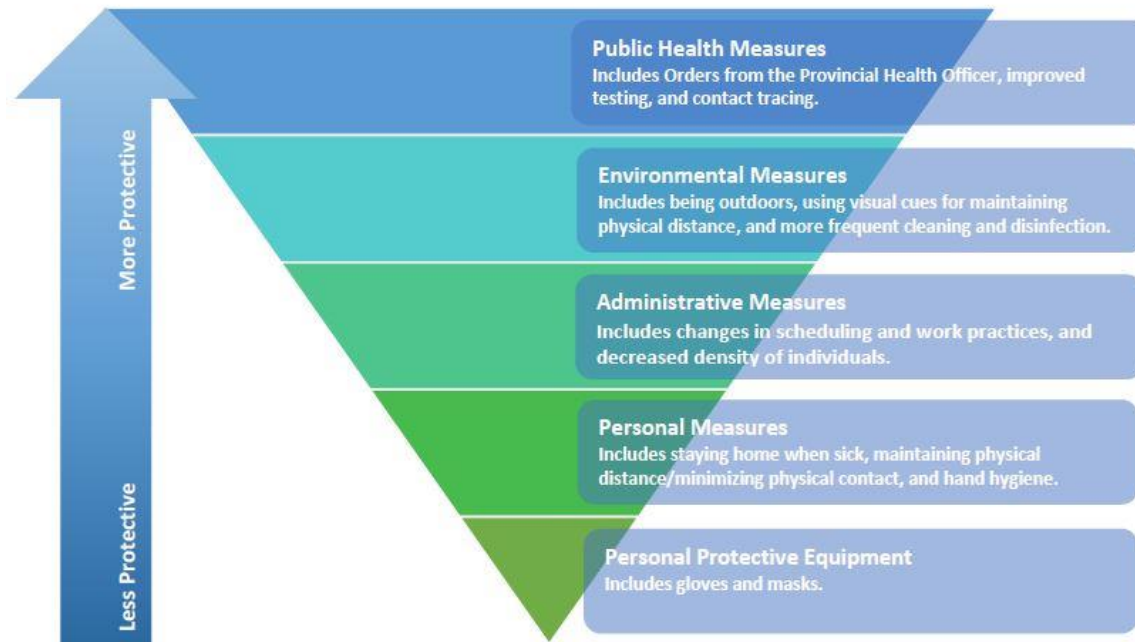
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Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



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

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

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

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/25/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	Done	8/23/2020

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

Our school has provided Orientation to all Principals/VP’s. Orientation for staff is planned for August 31st. Student Orientation materials are being released in pieces through social media and School Messenger. Student Orientation will be completed in full during the staggered return week and will be led by the Homeroom teacher.

Our school has the “Visitor Guidelines” Posted at Reception for all visitors to review. Visitor Guidelines was also sent to all families and expected professional visitors.

Our school has frequent communication via email to parents/caregivers and we have sent out the standard letter home to parents on August 25th. 2020. Any changes that will apply to the students will be communicated to parents and the Operational Plan for our school will be made available on the school website – <http://web1.nbed.nb.ca/sites/ASD-S/2111/Pages/default.aspx>.

To help engage our students the Student Representative Council will be involved with the student orientation process.

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

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

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	Done	8/26/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - Visitor Log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	Done	8/26/2020
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	Done	8/24/2020
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	Done	8/25/2020

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

We have communicated to parents that school access will be limited and to book an appointment if possible. People dropping items off at the school will buzz into reception. Items dropped will be bagged and labeled and left on a table. The items will then be retrieved by the AA once the person dropping has left the area. All doors will remain locked from the outside during the day (excluding arrival, dismissal, and breaktimes) requiring each visitor arriving to stop and buzz in. All visitors must wear a mask upon entering the building.

If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines, and sign in using the districts standard sign in sheet. Each visitor will then be escorted to their destination, unless they are a visiting and are familiar with the school's protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school. We will take student and staff attendance on a daily basis, anytime a student or staff leaves for a significant period of time ie: medical appointment they must sign out and then back in at reception. Exiting the building for lunch breaks will not require signing out and in.

Busses will drop and pick up students at the traditional north facing bus loading doors. There will be staggered middle level/high school level drop off and pick up at the pick-up area near the student parking lot at the west end of the building. The morning will see middle school drop occur from 7:50-8:05 and with pickup from 3:15 -3:30. High School drop off will occur from 8:05-8:20. High School students who are walkers, are being picked up, or have their own vehicle will be released at 3:00pm.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 5 - SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p>In Progress</p>	<p>8/26/2020</p>

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<p>Create a self-isolation space. Isolate people that are symptomatic immediately at the facility. Keep the person isolated, and wearing a mask (<i>medical preferred</i>), to avoid contaminating others until they are picked up. Call 811 or your health care provider as required and comply with the instructions given.</p> <p><i>Where possible, anyone providing care to a symptomatic individual should maintain a distance of 2 metres and wear a medical mask.</i></p>	<p>Refer to Return to School 2020 Document – Appendix K</p>	<p style="text-align: center;">In Progress</p>	<p style="text-align: center;">8/24/2020</p>
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Screening Notes: *Outline how screening requirements are being met.*

GNB Up to Date Screening Poster will be posted on ALL entrance doors. Staff have been advised of screening requirements within the Orientation given. Staff must self-monitor throughout the day and are aware that should they become symptomatic (2 or more symptoms), they must put on a mask, and go home as soon as possible. Students are also required to self-screen prior to entering the school and self-monitor throughout the day. If a student becomes symptomatic (2 or more symptoms) while at school they must put on a mask (we will provide a medical mask), and either leave the building or await the pickup of a parent while waiting in our isolation area (maximum 1-hour). Our student isolation space will be in the Mariner Room conference space to allow up to 6 students to wait while keeping proper distancing. *We will consider the possibility that students/staff who use public transportation may need alternate arrangements made and the school will assist with this. The Isolation room must be cleaned between each use following procedure within the Standard Cleaning & 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
Section 6 - PHYSICAL DISTANCING			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible. 	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to Chartwells Operational Plan</p>	<p>Done</p>	<p>8/24/2020</p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p>Done</p>	<p>8/25/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>Done</p>	<p>8/25/2020</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>Refer to sample signage</p>	<p>Done</p>	<p>8/25/2020</p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p>NB Reg 97-150</p>	<p>Done</p>	<p>8/20/2020</p>

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<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>	<p>District Facilities (Maps)</p>	<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
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Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

Classrooms – Have been laid out to allow for as close to 1M distancing as possible between desks at the high school level. No distancing required in the middle level classes due to the bubbles. Extra furniture has been removed from classrooms where necessary. Library, Guidance Room, etc. have all been modified to allow proper physical distancing and extra furniture has been removed where necessary.

Theatre – Seats have been taped off to show where 2M distancing is maintained and where people are able to sit.

Staffroom – We have modified the table and chair set up in the staffrooms to allow for 2M Physical Distancing. Extra furniture has been removed. Limit of 10(2nd Floor) & 5(3rd Floor) people allowed in lunchroom at a time, lunchroom will be monitored. Cafeteria – Cafeteria -Chartwell has completed an Operational Plan that allows for cashless transactions and physical distancing. Limit 32

Elevators – Have been limited to 1-person at a time (two people permitted in a support scenario). Signage has been posted.

Guidance Room (limit of 5) – signage has been posted.

Locker Room –No mixed classes during PE time. Max 8 people at one time (Middle bubbles permitted to allow full numbers). After hours sports teams can use adhering to the limit of 8. Half hour between gym bookings to allow for cleaning of space.

Workout Room – Staff and school teams (after school hours) only. Equipment spaced with 2m of distance. Only 4 people permitted at one time. Equipment cleaned/disinfected between uses.

Lockers – Lockers will be limited to storage only; expectation is they will not be visited frequently. Drop off and pick up at beginning and end of day. High School will be permitted to drop off and pick before and after lunch as well.

Washrooms – Limited to number of people that matches the stall count (use of masks allows for less of a limit on the washrooms than before), signage posted at doorway. For single stall washrooms there will be green/red signage at entry that will be flipped to green when non occupied and flipped to red when occupied. Laminated signage will be cleaned regularly throughout the day. Masks must be worn in washrooms. Should students be caught loitering in the washrooms (open area near vanity’s or multiple students in stalls) the following procedure for discipline will be followed. 1st infraction – warning, 2nd infraction – 1 day assigned to home 3rd infraction – 3 days assigned to home, 4th infraction – assigned to home until a meeting.

Stairway – Stairways have been posted with rules to keep right when travelling and the main staircase (needs to remain two way) is posted as peak and wait should a group be ascending or descending.

Hallway – Directional arrows with a line down the middle to separate people is in place in hallways.

Meeting Room – Limited to 6 people. Signage posted.

Offices - There will be “stop” lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained or masks are worn.

Assemblies/Large Group activities – will be held in theater and gym with physical distancing measures in place and limited students at a time. Many times these events will be held virtually to avoid all issues.

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Evacuation Drills – We will stager the locations of our Muster Points so physical distancing can be maintained when outside of the school.

PLC Meetings – PLC meetings involving small groups of staff will meet after school in rooms where 2m distance can be kept between members and masks will be worn. Sanitization of work spaces will occur when finished.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 7 - TRANSITION TIMES			
Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings. Provide time for food preparation and mealtimes.	District OHS Coordinator <i>(Guidance)</i> Refer to Return to School 2020 Document Pg. 13, 14, 15	Done	8/24/2020

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

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The school has made adjustments to transition times to limit traffic in the halls. Middle level breaks and lunches will be spent within class bubbles either in the homeroom classroom or at a set outdoor space. High School transitions have been cut down to 3-5 minutes and the morning break has been tacked to period 3 so that the down time can be spent within that classroom or outside should the students choose to do so. Separate outdoor sections have been selected and are spaces the minimum of 2m from each other. Teachers will be on duty with each group that is outdoors.

The drop off times will be 7:50-8:05am for the middle level and 8:05-8:20am for the high school. At the end of the day school pick up will occur from 3:00-3:15 and the middle level pick up will occur from 3:15-3:30. Those who will be picked up beyond those times will be given designated areas to wait, following all typical school day Covid protocols.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G Cleaning Schedule. Refer to WHMIS Overview Document	Done	8/25/2020

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Washrooms: → Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	Done	8/25/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	Done	8/24/2020
Implement Outbreak Cleaning & Disinfection Protocol when required (<i>Process, PPE Requirements</i>)	Refer to Return to School 2020 Document – Appendix G	Done	8/24/2020
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	Done	8/26/2020

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

Hand cleaning posters have been posted in and outside of all washrooms.

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

Masks are required when using washrooms.

Buses will be cleaned as per the Bus Cleaning Protocol.

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

In the event of an outbreak, we will ensure proper areas are cleaned as per Appendix K.

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

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	Done	8/25/2020
<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>		Done	8/25/2020
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	Done	8/25/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	8/25/2020

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>8/25/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

We will have a supply of 362 Cleaner/Disinfectant, Custodian will dilute product and put into pre-labeled bottles. There will be at least 1 bottle available in every classroom within the school. Custodian will monitor supply levels.

Each classroom will have a supply of hand sanitizer (alcohol free) within the class that is for staff and student use, it is to be used under the watch of the teacher.

All staff and students are required to have a community mask readily available. Masks are to be worn when the staff or student leaves the classroom and must remain on until they re-enter a classroom.

Students will be encouraged to wipe down their locker handle and lock after both their beginning of day drop of items and end of day locker item retrieval.

Refer to Student Orientation

Table 1

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H Itinerant professional information in Return to School 2020 Document pg. 18	Done	8/25/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	8/25/2020

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Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		Done	8/25/2020
Hand protection (gloves)	OHS Guide-PPE	Done	8/25/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	8/25/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	8/25/2020
Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster	Done	8/25/2020

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

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All education staff will have a face shield available. Plexiglass “sneeze guards” available upon request/approval (stock depending). Reception areas will all have plexiglass barriers.

Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room.

Safety Glasses and Goggles are available to staff who request them (Please contact Mr. McDade)

All teachers will have a face shield to wear when physical distancing cannot be maintained. Note* Community mask must also be worn if a face shield is worn, a face shield does not solely replace a community mask unless deemed necessary through a risk assessment.

Students/Staff who are feeling unwell at the school will be provided with a medical mask to wear. Do not reuse medical masks. The students will be placed in an isolations space handled by administration.

A personal plan will be developed for students who can not wear a mask due to health conditions or other exceptionalities.

We will have a supply of masks available for students or staff who forget them.

In emergency response situations (accidents, falls, applying bandages) the staff responding will wear a mask, shield and gloves. Proper disposal of gloves and sanitization of shield and hands will occur directly following the response.

Masks worn at all times in the building by students and staff under Orange and Red. Only accommodations to mask use are for AA’s in their plexi work spaces and students/staff while eating or drinking.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	In Progress	9/4/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	In Progress	9/4/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	In Progress	9/4/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	In Progress	9/4/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	In Progress	9/4/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	In Progress	9/4/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	In Progress	9/4/2020

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*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	In Progress	9/4/2020
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OH&S Act and Regulations Notes: *Outline how the requirements for OH&S within a COVID response are being met.*

We will review the Orientation with all of our staff and will discuss employee rights, protocol training, right to refuse process/vulnerable persons, etc.

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

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
Section 12 - OUTBREAK MANAGEMENT			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	In Progress	8/31/2020

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

We will review the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECD Outbreak Management Plan.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			
Provide mental health support to all, including access to an employee assistance program (EAP) or information on public health supports, if available.	Phone: 1-800-663-1142 Accessible toll-free 24/7/365; self-register at www.homeweb.ca <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry	Done	8/21/2020

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

Our school has shared mental health resources continuously with our school staff and personnel. The school has also worked to maintain an open support line to those students dealing with mental health or other social emotional issues.

-Survey of High School students occurred the week of October 19th. Data pertaining to student well-being and mindset will be used to guide adjustments to protocols moving forward through November and to brainstorm ideas for virtual collaboration and events.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	Done	8/24/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		In Progress	9/4/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	8/21/2020

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<p>Site Specific Considerations:</p> <ul style="list-style-type: none"> • Work Room will operate on appointment only • • • • 	<p>Visitors Guide will be adhered to strictly.</p>	<p>In Progress</p>	<p>9/4/2020</p>
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Additional Consideration / Other Notes: *Describe how any additional considerations are being met.*

Water bottle fill stations have been installed. Outside organizations will be well aware of operational plan and visitor guidelines. Communication about appointment only operation for the Work Room will take place prior to the school year beginning.

High School sports follow the directives of the NBIAA.

High School sports allows each team to permit one extra person in the gym/field area to video record or stream the events.

Middle School sports will operate under a mixed ability skills and drills clinic model with set participant lists for tracing.