

## 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>	Sir James Dunn Academy
<b>Principal (Signature)</b>	David O'Leary/Audrey Norman
<b>School District Official (Signature)</b>	Signed off by DO in September 2020
<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 ( <i>October Review</i> )	Date	Name ( <i>February Review</i> )	Date
COVID Committee/Audrey Norman	September 29/2020	COVID Committee/Audrey Norman	February 3, 2021
COVID Committee/Audrey Norman	October 30/2020	Audrey Norman	March 24, 2021
COVID Committee/Audrey Norman	Nov 23/2020	COVID Committee/Audrey Norman	April 14, 2021
COVID Committee/Audrey Norman	January 13, 2021		

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
October 2020 – all completed/in progress status updated	September 23, 2020
October 2020 – communication. (Section 2), exit schedule revisited (Sec 7), Cleaning schedule (sec 8), Section 4 ventilation and windows open when possible,	September 28, 2020
November 2020 – all completed/in progress status updated; created a temperature chart; middle school team review transition/masks/hand hygiene, admin/teachers review COVID “presentation” in classes; doorbell ordered for front door; 8:30 am lock the door, 11:30 unlock (lock at 1); staffroom 3 teachers plus custodian	October 30, 2020
December 2020 – <b>Schools in orange zone</b> ; students wear masks at all times, lunches in homeroom and teachers in their own rooms, no gathering for lunches, administration visited every class regarding hand washing and mask wearing. PhysEd class wear masks at all times during low excursion activity and will get outside as much as possible. Custodian circulating and wiping down all high traffic areas (handles, desks, railings etc.); students may take a mask break as directed by teacher (quietly and no speaking) – this is as much for a mental health break and anxiety as anything else. Water fountains with filtered cold water installed in 3 locations.	November 23, 2020
January 2021 – Schools in orange zone shortly following Christmas Break; students wear masks while in common areas and when at their desk; at all times in the school yard and on the bus; social distancing rules continue to apply, direction in hallways continue to apply and class bubbles continue to apply. Grade 11 and 12 will continue to rotate days. While in orange all meetings, staff and otherwise meet in a TEAMS online format. PhysEd class wear masks at all times during low excursion activity and will get outside as much as possible. Custodian circulating and wiping down all high traffic areas (handles, desks, railings etc.); students may take a mask break as directed by teacher (quietly and no speaking) – this is as much for a mental health break and anxiety as anything else. Staff are to eat on their own and remain vigilant of numbers in the staff room. An email to teachers regarding seating plans and attendance – remain vigilant. Physical distancing requires reminding during “free time” for students.	January 13, 2021
January 18, 2021 – RED ZONE attachment - staff room prohibited, all staff temperatures taken upon arrival, parents check and double check for symptoms prior to student leaving for school, maximum 2 adults per classroom.	January 18, 2021
As of Feb 3, 2021 – all high school will be attending SJDA thus all students from grade 6 to 12 will be attending fulltime. Teachers are asked to be in the halls during transition times maintaining social distance rules and encouraging one-way traffic in the hallways. This flow will be evaluated after a few days of full attendance. Students continue to sanitize their hands upon entering the school and upon entering classrooms. Zone continues in orange zone rules as noted in January 2021.	February 3, 2021
March 24 – school is in orange zone - status quo from last month. Students returning full-time has not been an issue. Students have been compliant and following protocol. Cleaning thorough and schedule reviewed.	March 24, 2021
April 2021 – see ASD-S website for more details regarding busing and student protocol. Students continue to attend full-time with no issues. The weather is nice and students are able to go outside more often. Additional picnic tables will be assembled for outdoor classrooms to resume. Students may take off masks while sitting quietly at desks, students and staff wear masks in common areas at all times or with movement around the classroom. Volleyball resumes with practices and games.	

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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 <u>Staff and Students</u> <i>(Will be send out at a later date)</i>	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>Done</b>	<b>9/23/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications  <a href="#">Refer to Guide for Parents and the Public</a>	<b>Done</b>	<b>9/23/2020</b>

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

1. Beginning August 31<sup>st</sup>, staff and support staff informed via PPT presentation created by District/SJDA Admin. Teacher input August 31<sup>st</sup> to September 4<sup>th</sup> regarding the plan and Admin will update information for student presentations beginning September 8.
2. PPT communicated on an individual class basis (Sept 8 grade 6 and 12, Sept 9 grade 7 and 11, Sept 10 grade 8 and 10, and Sept 11 grade 9) to all students and support staff.
3. PPT to include (but not exclusively) information on: hallways, bathrooms, washing hands, classroom seating, dismissal, sign-in for guests and late arrivals, lockers, COVID symptoms, hallway and stairwell direction, masks/visors, “sick” room, school phone).
4. A letter of welcome and COVID expectations sent home to all families August 19<sup>th</sup> via Synervoice and email.

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5. The School COVID-19 Guide document accessed on the GNB website:  
<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf>
6. Regarding COVID expectations, there is signage for visitors at entry way, meetings with ISD and information posted and verbalized upon sign in. All visitors must wear a mask.
7. Administration presented to PSSC on September 22<sup>nd</sup> and addressed questions.
8. Send communication home once per month to update families (if there are updates). For example, protocol for students attending school with symptoms.

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>	Done	8/10/2020

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

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1. Risk assessment complete on August 10<sup>th</sup> with Health and Safety committee. See attached.
2. Additional review of this Operational plan with Custodial and Administrative staff on August 19, 2020.
3. Uploaded Risk Assessment attached (August 10, 2020) <C:\Users\laudrey.norman\Desktop\2020 2021\COVID-19 Risk Assessment Questions for Schools-SJDA August 10.xlsx>

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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.	Refer to Return to School 2020 Document Pg. 9  <a href="#">Refer to Poster</a>	<b>Done</b>	<b>9/23/2020</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>	<p>Use a visitor log – <a href="#">See sample visitor log.</a></p> <p><a href="#">Refer to Administrative Assistant 1-Pager</a></p>	<b>Done</b>	<b>9/2/2020</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.	Refer to Return to School 2020 Document – Appendix F	<b>DONE</b>	<b>4/14/2021</b>
<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	<b>Done</b>	<b>9/23/2020</b>



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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.

- 1) To ensure public will not access freely inside the school: a set schedule for locking the doors, unlocking the doors, signage on the doors and parent/student/e-mail communication.
- 2) The side door is locked at 8:30, the front door is locked at 8:45, the front door is unlocked 5 minutes prior to high school lunch and locked 5 minutes following high school lunch. No access to the school following school hours.
- 3) Visitors may gain access to the building by calling ahead stating purpose (signage on front doors), buzz in to alert administrative assistant, arrange meeting of students or staff outside of the building. All visitors must wear masks and sign in at the office.
- 4) At lunch, middle school students will go outside in 3 pods, high school students exit the building or are in their homerooms/gymnasium (days may vary on teacher availability and teacher duty schedule).
- 5) All staff and students leaving and entering the school outside of times mentioned above, must sign out and sign in.
- 6) **School bus students** enter at the front door and exit the front door. **Walking students** enter and exit front door. ~~Walking students depart 5 minutes prior to busing students.~~ Drop off students at the side door and pick up students at the side door.
- 7) School activities and participants tracked by coach/instructor as tracked and scheduled the PhysEd Department.
- 8) **Staggered entry and exit working well, ½ student population dismissed at 3:10 - remainder at 3:15pm.**
- 9) **When possible, ventilate rooms and/or leave windows open to allow for fresh air. Ventilating rooms by opening windows a minimum of once per day.**

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 5 – SCREENING</b>			

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<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>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>Done</b></p>	<p><b>9/23/2020</b></p>
<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><b>Done</b></p>	<p><b>8/19/2020</b></p>

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

- 1) Self-isolation COUCH is in Ms. Norman’s guidance office.
- 2) Administrative Assistant will call home to emergency contact; pick up within the hour.
- 3) Families must provide 2 additional emergency contact names and phone numbers.
- 4) Student must go home at earliest convenience, within the hour of household contact.
- 5) Custodial staff will sanitize isolation area.
- 6) Secondary location is COUCH outside of Ms. Norman’s office.
- 7) Grade 6/7/8 have no physical distancing and bubbled attending school full-time.
- 8) Grades 9/10 have 1 meter physical distancing and stay in their cohort for classes - with high school only during lunch.
- 9) Grades 11/12 have 1 meter physical distancing and ½ population in school at any given time (rotating MWF and TTh).

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- 10) Whole high school have similar lunch (approximately 55 students) - leave during lunch (downtown). All must wear masks in common areas, enter and exit building at assigned door during assigned times and sanitize hands upon return.
- 11) All staff and students must wear masks and maintain a minimum of 2 meter distance from students/visitors/staff).

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>			
Implement physical distancing protocols. → Classroom, lunchroom, elevators <i>(indicate where to stand within elevator if enough space, mask use, number of persons permitted)</i> , staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers <i>(recommend not to use lockers as much as possible)</i> , etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements <i>(including reception area)</i> . Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible.	Refer to Return to School 2020 Document <i>various sections</i> .  Itinerant professional information in Return to School 2020 Document pg. 18  <a href="#">Refer to Chartwells Operational Plan</a>	<b>Done</b>	<b>9/23/2020</b>
Plan all assemblies or other school-wide events <i>virtually or outdoors</i> .	Refer to Return to School 2020 Document Pg. 4	<b>Done</b>	<b>9/23/2020</b>

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Evaluate options to reduce the number of people required onsite.		Choose an item.	Click or tap to enter a date.
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.	<a href="#">Refer to sample signage</a>	<b>Done</b>	<b>8/10/2020</b>
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.	<a href="#">NB Reg 97-150</a>	<b>Done</b>	<b>9/23/2020</b>
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.	District Facilities (Maps)	<b>Done</b>	<b>9/23/2020</b>

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

- 1) PPT presentation for all staff and students beginning August 31. **Complete.**
- 2) Modelling of masks and hand washing by all staff for students.
- 3) Signage at entry and visitor sign in sheet at office.
- 4) All staff to travel to classes and stay a minimum of 2 meters from students.
- 5) Evacuation drills will be completed as scheduled, with instruction for all students to have their masks on.
- 6) Traffic flow in the building is indicated by signage on floors and dividers cutting off areas that are used for in/out only.
- 7) Only 2 students in washrooms at any given time.
- 8) Changerooms for physed classes will have students change in their bubble; custodial staff to sanitize between classes.
- 9) Floorplan at SJDA <C:\Users\audrey.norman\Desktop\SJDA Floorplan 2020 2021.docx>

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- 9.5) Students remain at their own desks during class time for the school day; teachers will travel to students in most instances. Grades 10, 11 and 12 travel in the school according to signage.
- 10) All in the building travel on stairs individually unless traveling with their bubble.
- 11) Only 1 person at a time in the elevator shaft and on the elevator OR 2 are permitted with masks.
- 12) ISD will use the library in the building for their counseling meetings.
- 13) Hallway traffic is one-way as indicated by floor signage.
- 14) School assemblies/morning announcements will be held in classrooms via SmartBoard/video
- 15) All furniture arranged 1 meter apart in all classrooms and common areas.
- 16) Visual cues for traffic flow and entry/exit indicated with floor and wall signage.
- 17) Stairwells: three persons on the stairwell at a time going the same way; only 1 person if walking in opposite direction. Right of Way to those on stairwell for oppositional traffic.

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>  Refer to Return to School 2020 Document Pg. 13, 14, 15	<b>Done</b>	<b>9/23/2020</b>

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

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1. School schedule is complete as follows: grades 6 to 10 attend school full days and remain in their cohorts (with the exception of lunch hour for 9 and 10 who are released with high school for lunch).
2. School schedule is complete as follows: grade 11 and 12 will attend school on a MWF and TTh rotation. Grade 11 begin MWFTTh and grade 12 TThMWF
3. Breaks are in classrooms; students bring their own snacks.
4. Classroom desks belong to each individual student and students will keep supplies at their own desks to cut down on visits to lockers.
5. Middle school lunch is partitioned in the front of the school outside - one section for each grade and remain in their bubble. Rainy days, gymnasium is partitioned off. Eat lunch in their bubble room.
6. High school will remain in home rooms and/or leave the building for lunch. Gymnasium is available.
7. At all times, students must wear masks in the common areas, hallways, bathrooms etc.
8. At all times, students remain a minimum of 1 meter from each other; teachers/staff remain 2 meters.
9. First week of school grade 6 and 12 on Monday; grade 7 and 11 on Tuesday; grade 8 and 10 on Thursday and grade 9 on Friday. This staggered entry allows for proper presentation of COVID rules and implementing masks and other protocols.
10. Morning breaks are individualized for every grade.
11. Upon arrival to school students go directly to homeroom. At the end of the day, driving students exit side door, students being picked up exit side door, walking students exit front door and busing students exit front door.
12. SJDA Bell and Bus Schedule <C:\Users\audrey.norman\Desktop\Bell and Bus Schedule 2020 2021.docx>
13. EECD Parent link: <C:\Users\audrey.norman\Desktop\return-to-school-guide.pdf>

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>			

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<p>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.</p>	<p>Refer to Return to School 2020 Document – Appendix G</p> <p><a href="#">Refer to Table – Make specific for your school</a></p> <p><a href="#">Refer to WHMIS Overview Document</a></p>	<p><b>Done</b></p>	<p><b>4/14/2021</b></p>
<p><b>Washrooms:</b></p> <ul style="list-style-type: none"> <li>→ Equip with running tap water, liquid soap, paper towel, (<i>forced air dryers in many locations</i>), toilet paper, and garbage containers where needed.</li> <li>→ Foot-operated door openers may be practical in some locations.</li> <li>→ 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.</li> </ul>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p><b>Done</b></p>	<p><b>4/14/2021</b></p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p><b>Done</b></p>	<p><b>9/23/2020</b></p>
<p>Implement Outbreak Cleaning &amp; Disinfection Protocol when required (<i>Process, PPE Requirements</i>)</p>	<p>Refer to Return to School 2020 Document – Appendix G</p>	<p><b>Done</b></p>	<p><b>9/23/2020</b></p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p><b>Done</b></p>	<p><b>9/23/2020</b></p>

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

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1. Proper hand washing and hygiene presented and practiced in a general individual grade assembly, and again in individual classrooms by teachers.
2. Soap, water and sanitizer available in each bathroom, sanitizer in classrooms, sanitizer at entry ways.
3. Hand dryers in each washroom.
4. Students are responsible for cleaning their own desks. Teachers will spray and students will wipe. Students will discard their own paper towel after wiping down a minimum of 3 times daily (after break, after lunch and end of day).
5. Students will have all supplies at their own desks and will not share their supplies with other students. Where applicable, students will not share or handle textbooks, novels or paper products.
6. Custodial staff will clean bathrooms a minimum of 3 times daily.
7. Hand-washing signage and water bottle station signage.
8. Custodial staff to sanitize change rooms minimum 3 times daily (following high school period 2, following high school period 4 and following middle school ASP).
9. Washrooms are cleaned 2 times per day - lobby, boys and girls on each floor, principals office, guidance office and lobby. Locker room washrooms will be cleaned 3 times daily (see #8).
10. **Cleaning schedule constantly revised according to schedules/arrivals/departures and teacher preps**



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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 9 – HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
<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 <b>and</b> walls.</i></p>	<p>See <a href="#">Table 1</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management <a href="#">Handwashing Poster</a></p>	<b>Done</b>	<b>9/2/2020</b>
<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>		<b>Done</b>	<b>9/2/2020</b>
<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 <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><a href="#">Hand Sanitizer Poster</a></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<b>Done</b>	<b>9/23/2020</b>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p><a href="#">Coronavirus disease (COVID-19): Prevention and risks</a></p>	<b>Done</b>	<b>9/23/2020</b>

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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 <a href="#">Community Mask Poster</a></p>	<p><b>Done</b></p>	<p><b>9/23/2020</b></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.*

1. Students and teachers will have a PPT presentation and discussion. **Students very receptive and compliant to this request.**
2. District supplying spray for all classrooms.
3. Procedures modeled by all staff.
4. Students constantly reminded regarding the reason why these precautions are necessary at per PPT presentations.
5. Compliance with all applicable in above written instruction in the COVID Operational Plan

**Table 1**

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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>

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>	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	<b>Done</b>	<b>9/23/2020</b>
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>	<b>9/23/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<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>	<b>9/23/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>9/23/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>Done</b>	<b>9/23/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</b>	<b>9/23/2020</b>
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>  Refer to Return to School 2020 Document – Appendix A  <a href="#">Community Mask poster</a>	<b>Done</b>	<b>9/23/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

1. Barrier put up for administrative assistant and for teachers who request.
2. Face shields supplied for staff upon request; staff are to have/wear community masks in common areas and when 2m distance can not be maintained.
3. Face masks supplied for all staff.
4. PPE will be supplies as requested by staff (hand gloves, shields, desk shields, etc).
5. All students must supply their own regulated face mask. 2 masks required.
6. Mask must be regulation according to Department of Health and EECD.
7. SJDA has the capability to 3D print face visors. ~~These are available upon request.~~ **All teachers have protective shields and visors.**

## 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>	Done	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<a href="#">Refer to Orientation</a>	Done	8/31/2020
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Done	8/10/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<a href="#">Refer to Orientation</a>	Done	8/31/2020
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>	Done	4/14/2021
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>	Done	9/23/2020

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>*School district Human Resources confirm process for addressing employee violations of policies and procedures.</p>	<p>School District HR</p>	<p><b>Done</b></p>	<p><b>9/23/2020</b></p>
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**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

1. As per guidelines and documents in this Operational Plan; communication to staff week of August 31<sup>st</sup>
2. Joint Health and Safety/COVID 19 committee to be established August 31<sup>st</sup>.
3. Discussions continue at a daily/weekly check-ins with all staff.

## 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>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>9/23/2020</b>
<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>Refer to Return to School 2020 Document – Appendix K</p>	<b>Done</b>	<b>9/23/2020</b>



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

1. As per guidelines and documents outlined in this Operational Plan.
2. Administration to be notified if a student or staff mentions or exhibits symptoms. Potential person to be given an official medical mask.
3. Immediate call home/to parent/guardian for potentially affected person to be picked up immediately.
4. Immediately potentially affected person placed in isolation in Guidance office. And supervised maintaining 2m and wearing PPE.
5. Administration to follow-up by phone with family by the end of day.
6. Staff must be reminded to uphold a high level of confidentiality if there is an outbreak. Student or Staff names are not to be discussed or released to anyone (including on the internet) other than Public Health.
7. If staff or students exhibit 2 or more symptoms, they are to remain home and consider Covid testing.

<b>Action Items</b>	<b>Resources</b> <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	<b>Status</b> <i>(Done, In Progress, Not Started, N/A)</i>	<b>Date Implemented</b>
<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>Done</b></p>	<p><b>9/23/2020</b></p>
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**Mental Health Notes:** *Describe how mental health resources will be communicated to staff.*

1. ISD staff available
2. NB School-Based Wellness Program counsellors
3. Homeward Health Counseling Program (Employees and Family Assistance Program).
4. Regular discussion and check-ins with all staff
5. Posters placed by photocopier, in teacher binders and in staffroom (Wellness Board).

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
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## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Section 14 – ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Done</b>	<b>9/23/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Done</b>	<b>9/23/2020</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>Done</b>	<b>9/23/2020</b>
Site Specific Considerations: <ul style="list-style-type: none"> <li>• Water stations to be installed</li> <li>• Automatic soap and sanitization to be installed</li> <li>• Signage for directional flow and washrooms to be put up</li> <li>• Specifics on what type of mask acceptable to be informed of from district</li> <li>•</li> </ul>		<b>Done</b>	<b>9/23/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

- ~~1. Water washing stations at entrance – waiting to be installed (Sept. 23, 2020) – COVID committee decided this may not be necessary and staff will be asked for feedback (Sept 28, 2020).~~

**Water bottle pumps available for all students to use – located in lobby and on each floor**

2. ASD-S website for most up-to-date information on COVID protocols and communication.  
<https://secure1.nbed.nb.ca/sites/ASD-S/Pages/welcome.aspx>