

## 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@nbhd.nb.ca](mailto:clare.tooley@nbhd.nb.ca) for review by August 26<sup>th</sup>, 2020. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

School Name Vincent Massey Elementary School

Principal (Signature) *Joëly O'Shany*

School District Official (Signature) *Zoë Watson*

Plan Implementation Date September 2020

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

Name (October Review)	Date	Name (February Review)	Date
Name (November Review)	Date	Name (March Review)	Date
Name (December Review)	Date	Name (April Review)	Date



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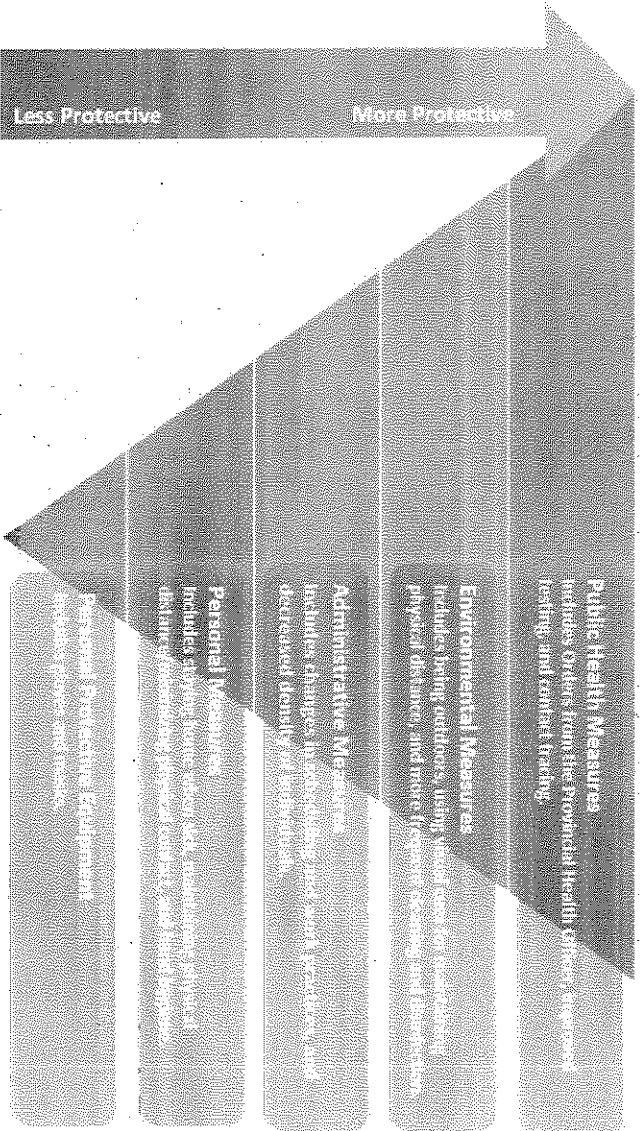
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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



Source: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19-prio-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 Staff and Students <i>(Will be send out at a later date)</i>	In Progress	8/31/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/18/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	In Progress	9/3/2020
<i>Communication Notes: Describe how expectations are being communicated to the various stakeholders.</i>			
<p><b>Our school provided orientations to all teachers on Aug. 31 and all support staff on September 3. Our school has "Visitor Guidelines" posted at reception for all visitors to review and follow. Our school has frequent communication via school messenger to parents/caregivers. On August 13, 2020, the district sent home the Return to School Guide for Parents. VMES Operational Plan will be communicated on September 3 once approved by the district. Parent information sheet sent home to families on August 25. School protocols will be communicated to students via staggered entry during the week of Sept. 7-10, 2020. Staggered entry plan- students with last names beginning with A-L will come on Tuesday, M-Z will attend on Wednesday, all students will attend on Thursday and Friday.</b></p> <p><b>A virtual meeting with families, through Teams , will take place on Sept. 3 at 6:00pm to answer any questions about the return to school.</b></p>			

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
<b>Section 3 - RISK ASSESSMENT</b>			
Complete a risk assessment within the school to determine the risks and identify various controls necessary to mitigate the risk of COVID-19 exposure.	Link to Risk Assessment Document	Done	8/18/2020
<b>Risk Assessment Notes:</b> Describe that the Risk Assessment has been completed, include a link to it if possible.			
Our school has completed the above risk assessment. All known risks have been assessed and we have implemented controls to minimize the risk as described in this operational plan. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.			
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  Refer to Poster	Done	8/20/2020

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<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 for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	<p>Done</p>	<p>8/20/2020</p>
<p>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.</p> <p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p>*Keep in mind children walking, parent drop off, buses, etc.</p> <p>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</p>	<p>Refer to Return to School 2020 Document – Appendix F</p> <p>Refer to Return to School 2020 Document Pg. 5</p>	<p>In Progress</p>	<p>Click or tap to enter a date.</p>
<p><b>Building Access Notes:</b> Describe how access to the school is being controlled and communicated. All usual security measures must be maintained.</p>			
<p>We have communicated to parents that school access is limited and to book an appointment if possible. People dropping off or picking up items at the school will remain in reception area wearing a mask, relay their need, reception will retrieve /take items. Interior wood doors will remain closed. All doors except the front entrance will remain locked as per usual.</p> <p>If a visitor is permitted to enter the school, they will go straight to reception, review the visitor guidelines and sign in using the district standard sign in sheet. Each masked visitor will hand sanitize, then be escorted to their destination unless they are a "regular" and are familiar with the school's protocols. Each visitor must also sign out upon leaving the school.</p>			
<p><b>Action Items</b></p>	<p><b>Resources</b> (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</p>	<p><b>Status</b> (Done, In Progress, Not Started, N/A)</p>	<p><b>Date Implemented</b></p>
<p><b>Section 5 - SCREENING</b></p>			

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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><u>Refer to Screening Tool</u></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p style="text-align: center;"><b>In Progress</b></p>	<p style="text-align: center;"><b>8/31/2020</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 style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/24/2020</b></p>
<p><b>Screening Notes:</b> <i>Outline how screening requirements are being met.</i></p>			
<p><b>GNB up to date screening poster will be posted on all entrances. Staff have been advised of screening requirements through the orientation process. 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 (with their parent's assistance if needed) 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 and wait in the isolation area (opportunity outlet) for pick up. PPE will be stored in the isolation room. A cot and chairs (2m apart) and garbage can will be in the room. An adult will remain with the child until they are picked up. The adult can remain in the room or just outside depending on their comfort level. Parents/caregivers will be instructed to pick their child up at the back staff entrance door (to minimize travel through the school and protect privacy). The isolation room will be cleaned between each use following procedure within the Standard Cleaning &amp; Disinfection document.</b></p>			



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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 6 - PHYSICAL DISTANCING</b>			
Implement physical distancing protocols. <ul style="list-style-type: none"> <li>→ Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc.</li> <li>→ Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members.</li> <li>→ Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible.</li> <li>→ Provide visual cues on floor, indicate directional movement where appropriate, "no stopping" areas, narrow hallways, arrows, etc.</li> <li>→ Determine if installation of physical barriers, such as partitions, is feasible.</li> </ul>	Refer to Return to School 2020 Document various sections.  Itinerant professional information in Return to School 2020 Document pg. 18  Refer to Chartwells Operational Plan	Done	8/24/2020
Plan all assemblies or other school-wide events <i>virtually</i> or outdoors.	Refer to Return to School 2020 Document Pg. 4	Done	8/24/2020
Evaluate options to reduce the number of people required onsite.		Done	8/24/2020
Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.	Refer to <u>sample signage</u> .	Done	8/24/2020

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<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation.</p> <p>*Physical distancing requirements will be lifted during time of evacuation only, if 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 style="text-align: center;">NB Reg 97-150</p>	<p style="text-align: center;">In Progress</p>	<p style="text-align: center;">9/8/2020</p>
<p>School layout guide maps to inform students, staff, visitors, and public of school layout (<i>directional flow, assigned entrance/exit doors</i>) are encouraged but not mandatory.</p>	<p style="text-align: center;">District Facilities (Maps)</p>	<p style="text-align: center;">Done</p>	<p style="text-align: center;">8/20/2020</p>
<p><b>Physical Distancing Notes:</b> <i>Outline how physical distancing is being supported and communicated.</i></p>			
<p><b>Hallways-</b> are marked with directional arrows 2 m apart. Walk on the right side of the hallway at all times. Signage in hallways that do not allow for social distancing (on yellow plastic floor signs) to inform that you cannot enter if someone is present in the hallway (wait your turn). Sticker dots reminding about physical distancing are placed at all entrances.</p>			
<p><b>Stairways-</b> only one direction at a time (adults- one person on stairwell at a time, students in the same bubble can proceed together), the person going down has the right of way.</p>			
<p><b>Classrooms-</b> exits are marked with tape as a reminder to look both ways before you exit. Classrooms are set up with minimal desks/tables (no extras). Classrooms have been assigned to minimize traffic.</p>			
<p><b>Bathrooms-</b> masks must be worn by all users.</p>			
<p><b>Staffroom-</b> limit of 4. Signage has been posted and furniture removed</p>			
<p><b>Main office-</b> only Admin Assistant permitted to enter during school hours. Requests are texted/emailed to her.</p>			
<p><b>Elevator-</b> one person at a time</p>			
<p><b>Playground-</b> divided into 4 areas (play structure, ball field, soccer field, basketball court). Field will be marked off to designate 2 distinct areas. Rotational schedule is created for classes.</p>			
<p><b>Assemblies-</b> will be held virtually through morning announcements system. Only students sharing will be present in person.</p>			
<p style="text-align: center;"><b>Action Items</b></p>	<p style="text-align: center;"><b>Resources</b> (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</p>	<p style="text-align: center;"><b>Status</b> (Done, In Progress, Not Started, N/A)</p>	<p style="text-align: center;"><b>Date Implemented</b></p>

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### Section 7 - TRANSITION TIMES

<p>Modify School schedule as required to address transition times, break/recess, accessing lockers, lunch, etc., to promote physical distancing and respect student groupings.</p> <p>Provide time for food preparation and mealtimes.</p>	<p>District OHS Coordinator (Guidance)</p> <p>Refer to Return to School 2020 Document Pg. 13, 14, 15</p>	<p style="text-align: center;">Done</p>	<p style="text-align: center;">8/24/2020</p>
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**Transition Times Notes:** *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

French and music teacher will travel to K-2 classes. Students and staff will wear masks when travelling to other areas of the school and the washrooms. Homeroom teachers will walk their class to the gym. Students will come directly into the school upon arrival in the morning. Each class will be assigned an outside play space for the day on rotational bases. Lunch and recess times will be staggered.

Loading of buses will be by class not by bus number afterschool to preserve class bubbles.

Each class is assigned one of 4 spaces on the playground for the day for recess. K-2 students have from 11:30-12:00 lunch in classroom followed by outside play from 12:00-12:30. 3-5 will have outside play from 11:30-12:00 then lunch in classroom from 12:00-12:30. Students cannot transition outside until all classes are back inside. Each teacher will remain with his or her class while outside for the month of September then reevaluated to reduce teacher supervision responsibilities.

Grades 3-5 will use Carleton entrance for both exiting and entering the building. Grade K-2 will use Prince of Wales entrance for both exiting and entering the building. The front entrance will be reserved for public, as physical distancing is not possible. Washroom along with 2 offices causes traffic congestion.

**8:00-8:20am Parent Drop off & Walking Students**

Students walking or being dropped off at school can arrive between 8:00- 8:20am. Students will go directly inside. 3-5 students use Carleton St. doors, K-2 students use Prince of Wales doors.

**1:50 & 3:00 pm Parent pick up times**

Students who are being picked up or are walking will be dismissed at 1:50 pm for K-2 and 3:00pm for 3-5. Please wait outside their entrance for your child to come out.

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Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
<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 <u>Refer to Table – Make specific for your school</u> <u>Refer to WHMIS Overview Document</u></p>	Done	8/24/2020
<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>	Refer to Return to School 2020 Document Pg. 14	Done	8/21/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	N/A	Click or tap to enter a date.
Implement Outbreak Cleaning & Disinfection Protocol when required ( <i>Process, PPE Requirements</i> )	Refer to Return to School 2020 Document – Appendix G	N/A	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	In Progress	8/24/2020

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

Hand cleaning posters have been posted in all classrooms.  
 Custodian will periodically check to ensure classrooms are adequately stocked with soap, paper towels etc.  
 Masks are required when using classrooms.  
 Buses will be cleaned as per Bus Cleaning Protocol.  
 Cleaning of equipment/frequently touched items and surfaces as per the Standard cleaning & Disinfection document.  
 We will open windows whenever possible and report any issues with ventilation to our facilities team to fix.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE</b>			
Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.	See <a href="#">Table 1</a> Refer to Return to School 2020 Document Pg. 11, 12, 13	Done	8/24/2020
Ensure hand-washing posters are posted in all classrooms. Suggest putting them on doors and walls.	Schools Custodial and District Facilities Management Handwashing Poster	In Progress	8/24/2020
Ensure availability of all necessary supplies for cleaning and disinfecting.			
Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.			

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<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is <b>*FREE OF ADDED SCENTS*</b></p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p><u>Hand Sanitizer Poster</u></p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	<p style="text-align: center;"><b>In Progress</b></p>	<p style="text-align: center;"><b>8/24/2020</b></p>
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p> <p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p><u>Coronavirus disease (COVID-19): Prevention and risks</u></p> <p>Refer to Return to School 2020 Document – Appendix A</p> <p><u>Community Mask Poster</u></p>	<p style="text-align: center;"><b>In Progress</b></p>	<p style="text-align: center;"><b>8/24/2020</b></p>
<p><b>Hand Hygiene and Cough / Sneeze Etiquette Notes:</b> <i>Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.</i></p> <p><b>We will have a 362 cleaner bottle in each classroom along with a roll of paper towels. Custodian will monitor supply levels.</b></p> <p><b>Each classroom and front entrance will have hand sanitizer, to be used under the watch of the teacher.</b></p> <p><b>All persons are required to have a community mask. Masks are to be worn when outside of the classroom (hallways, washroom, exiting and entering building).</b></p> <p><b>All persons will wash/sanitize hands when entering and exiting the classroom, before and after eating &amp; putting and taking off their mask along with times outlined in Table 1.</b></p>			

**Table 1**

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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.	Refer to Return to School 2020 Document – Appendix C, H  Itinerant professional information in Return to School 2020 Document pg. 18	Done	8/21/2020
*To ensure that members of vulnerable populations and students with complex needs are accommodated.			
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).			
		In Progress	9/8/2020

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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, <b>PPE Options:</b>	Hand protection (gloves)	OHS Guide-PPE	In Progress	8/24/2020
	Eye protection (safety glasses, goggles)	PPE Poster	Done	8/24/2020
	Other PPE as determined necessary through the risk assessment (face shield)	District Student Support Services	N/A	8/24/2020
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	In Progress	8/24/2020
		Refer to Return to School 2020 Document – Appendix A Community Mask poster	Done	8/24/2020

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

Every teacher will have a face shield available ( face shields do not replace masks). We will supply Plexiglas “sneeze guards” as requested.  
 Nitrile gloves will be available for staff as required. Custodians must wear gloves when cleaning isolation room.  
 Safety glasses and goggles are available to staff who request them.  
 All teachers and EAs will have a face shield to wear when physical distancing cannot be maintained over their own community facemask if they choose.  
 Persons who are feeling unwell at school will be provided with a disposable medial mask to wear.  
 A personal plan will be developed for students who cannot wear a mask due to health conditions or other exceptionalities. We will have a supply of masks available for students who forget theirs.  
 PPE will be stored in the isolation room (plastic wheel cart).  
 All persons will wear a mask in the hallways and bathrooms. When they enter and exit the building. \* Students going directly outside to play in their class bubbles will not be required to wear a mask but physical distancing from anyone outside of their bubble will be



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maintained. Students will have 2 masks at school – outdoor (one they travel to and from school with) and indoor (can remain at school to be washed)

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.	<u>OHS Guide-Three Rights</u> <u>Refer to Orientation</u>	Done	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	<u>Refer to Orientation</u>	Done	8/31/2020
Provide staff the employee training on the work refusal process.	<u>Right to Refuse – Refer to Orientation</u>	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<u>Refer to Orientation</u>	Done	8/31/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	<u>Refer to Orientation</u>	Done	8/31/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	<u>OHS Guide-JHSC</u>	Done	9/1/2020

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Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	8/31/2020
*School district Human Resources confirm process for addressing employee violations of policies and procedures.	School District HR	Choose an item.	Click or tap to enter a date.

**OH&S Act and Regulations Notes:** *Outline how the requirements for OH&S within a COVID response are being met.*

We have reviewed the orientation with all staff and discussed employee rights, protocol training, right to refuse process/vulnerable persons, etc. on August 31 and Sept. 3

Our Joint Health and Safety committee will be involved with monthly reviews of this operational plan.

Action Items	Resources (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	Date Implemented
<b>Section 12 - OUTBREAK MANAGEMENT</b>			

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<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><u>WorkSafeNB FAQ - Contact with someone tested/confirmed</u></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p style="text-align: center;">Done</p>	<p style="text-align: center;">8/24/2020</p>
<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><u>WorkSafeNB FAQ</u></p> <p>Refer to Return to School 2020 Document – Appendix K</p>	<p style="text-align: center;">Done</p>	<p style="text-align: center;">8/31/2020</p>
<p><b>Outbreak Management Notes:</b> <i>Outline any specific considerations to outbreak management within your school.</i></p>			
<p><b>We have reviewed the Outbreak Management Plan procedures with our staff in the Orientation. All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak. We will follow all protocols outlined in the EECDC Outbreak management Plan.</b></p>			

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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 13 - MENTAL HEALTH</b>			
<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><u>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</u></p>	<p>In Progress</p>	<p>8/31/2020</p>
<p><b>Mental Health Notes:</b> <i>Describe how mental health resources will be communicated to staff.</i></p>			
<p>We have shared mental health resources during orientation. We will review monthly at staff meetings and work collaboratively on learning activities for students as well. ESST meets every 2 weeks. Staff will be encouraged to leave the building for their lunch breaks. Outdoor activities for students are encouraged.</p>			

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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 14 - ADDITIONAL CONSIDERATIONS/OTHER</b>			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	In Progress	8/24/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		N/A	8/24/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	<u>Insert Water Bottle Signs</u>	In Progress	8/24/2020
Site Specific Considerations: <ul style="list-style-type: none"> <li>• Playground Structure</li> <li>•</li> <li>•</li> <li>•</li> </ul>	Students will sanitize their hands before and after use. One class bubble per day.	Done	9/8/2020
<b>Additional Consideration / Other Notes:</b> <i>Describe how any additional considerations are being met.</i>			
<b>Students will eat lunch in their classrooms (for first week of September then reevaluate if cafeteria provider returns). Students will clean their desks before and after eating.</b> <b>All water fountains are turned off and signs are posted reminding not to touch the spout when filling up your bottle.</b> <b>Students will sanitize their hands before and after using the playground. One class bubble per day.</b>			

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