

## 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>	St. Stephen Middle School
<b>Principal (Signature)</b>	
<b>School District Official (Signature)</b>	
<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.**

\* Monitored on a regular basis throughout the month.

_____ Name ( <i>October Review</i> )	_____ Date	_____ Name ( <i>February Review</i> )	_____ Date
Bronwyn Tanner	November 25, 2020		
_____ Name ( <i>November Review</i> )	_____ Date	_____ Name ( <i>March Review</i> )	_____ Date
_____ Name ( <i>December Review</i> )	_____ Date	_____ Name ( <i>April Review</i> )	_____ Date
_____ Name ( <i>January Review</i> )	_____ Date	_____ Name ( <i>May Review</i> )	_____ Date

Utilize this page to track your changes.

<b>Section(s) Updated - (<i>List the section numbers only</i>)</b>	<b>Date Updated</b>
Sections 2, 4, 5, 6, 8, 9 and 14	November 25, 2020

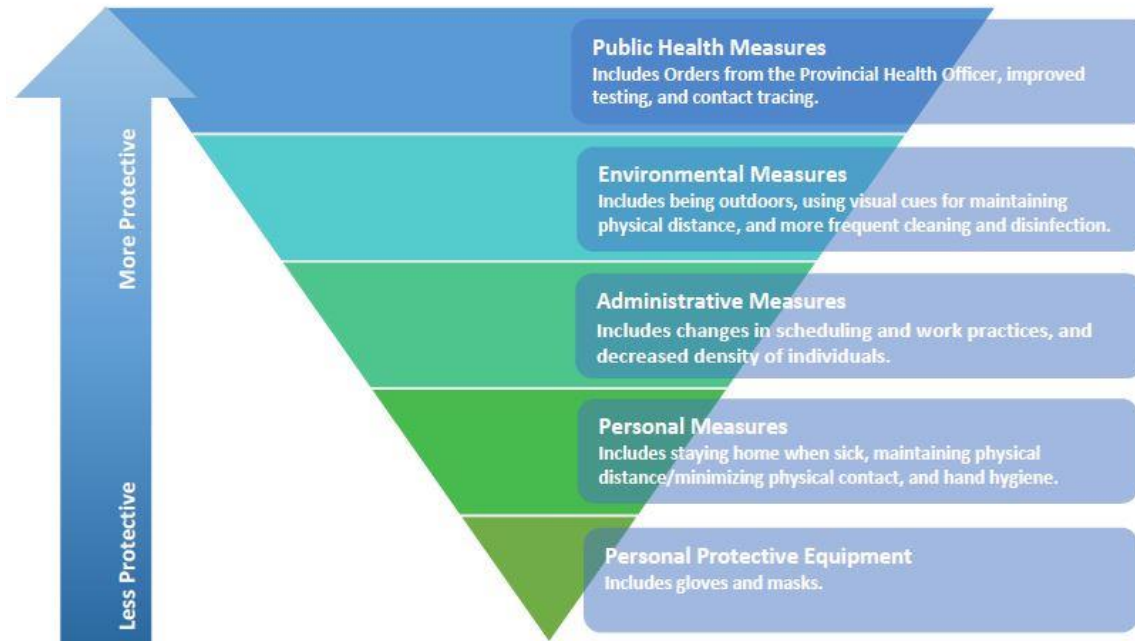
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## Section 1 - RATIONALE – Effective Risk Mitigation – Infection and Prevention Controls

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 (Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)	Status (Done, In Progress, Not Started, N/A)	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> (Will be send out at a later date)	<b>Done</b>	<b>8/13/2020</b>
Communicate operational strategies, provided orientation to visitors.	<a href="#">Refer to Visitor Guidelines</a>	<b>In Progress</b>	<b>8/25/2020</b>
Communicate operational strategies to parent/caregiver and school community.	District Communications <a href="#">Refer to Guide for Parents and the Public</a>	<b>In Progress</b>	<b>8/13/2020</b>

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

SSMS has provided the **Orientation Document** to all staff via email. Staff orientation will take place on August 31. Student orientation will take place on the following dates: Grade 6 – September 8, Grade 7 – September 9 and Grade 8 – September 10. The training attendance sheets will be uploaded to this document when complete.

Parents/Guardians received the **Return to School** document on August 13 via School Connects. It is also posted on our school website: <http://web1.nbed.nb.ca/sites/ASD-S/2337/Pages/default.aspx> and was sent via the SSMS Twitter account: [https://twitter.com/SSMS\\_Bobcats](https://twitter.com/SSMS_Bobcats). A video will be shared with families during the week of August 24 highlighting the protocols for the return to school. This will be posted on our website, sent via Twitter and School Connects. SSMS has frequent communication via School Connects to Parents/Guardians and any changes that will apply to the students will be communicated to families.

SSMS has the **Visitor Guidelines** Posted at Reception for all visitors to review.

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November 25: Please note that as signage has changes, the new posters have been placed around the school. Additionally, on November 22, posters from NB Public Health thanking people for wearing masks were placed around the school.

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>	<b>Done</b>	<b>8/26/2020</b>

**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. We will adjust this plan as necessary to ensure the risk to all stakeholders remains as low as possible.

Here is the link to the SSMS Risk Assessment Document: [SSMS COVID-19 Risk Assessment Questions for Schools](#)

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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>8/26/2020</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 daily 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>8/28/2020</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		
<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>8/26/2020</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.*

Through the *School Connects* communication system (email and voice mail) parents have been informed that school access will be limited and to book an appointment if possible. Signage at the locked visitor entrance will indicate that people dropping items off at SSMS will phone the main office number (466-7311), and a staff member in the office will go to the door and retrieve the item. All doors will remain locked from the outside during the day (excluding arrival) requiring each visitor arriving to stop and connect with the main office.

If a visitor is permitted to enter the school, they will enter the school wearing a mask and will proceed directly to the main office, review the visitor guidelines (which are also posted at each entrance), and sign in using the ASD-S standard sign-in sheet. Each visitor will then be escorted to their destination unless they are a regular visitor and are familiar with the school's protocols ex: Healthy Learners Nurse. Each visitor must also sign out upon leaving the school.

Student and staff attendance will be taken daily. If a student or staff leaves for the day, for a long period of time (ex. Doctor's appointment), they must sign out at the main office.

Buses will pick up and drop off students in the designated one-way bus lane. Students will enter through their designated grade level entrance/exit door (Grade 6 – ball diamond entrance, Grade 7 – courtyard entrance and Grade 8 – gymnasium entrance, they would enter through the Front door. South/Back Side of the school is where cars may pick up and drop off, people park, and where people walking will enter the building at the Back door. Physical Distancing must be maintained when entering/exiting the school.

November 25 update: In November, a new door was installed in the interior of the main entrance. Now, the outside main door entrance is unlocked. People can enter and leave items to drop off in this interior area. In this interior entrance, there are two doors that lead into the school and both are locked. Visitors must press the buzzer, in this interior area, to alert the office that they are here. Mrs. Susan MacDonald has a camera that she can see who is here and ask them their purpose for being at SSMS. If they need to enter the building, she tells them to sanitize their hands at the station and then report directly to her to be screened on the COVID questions and to have their information entered into the visitors' log.

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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<b>Section 5 - SCREENING</b>			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p><a href="#">Refer to Screening Tool</a></p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	<p><b>Done</b></p>	<p><b>8/26/2020</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 2 meters 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>8/26/2020</b></p>

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

The most current GNB screening poster will be posted on ALL entrance doors to SSMS. Staff have been advised of screening requirements during the mandatory orientation session. Staff must self-monitor throughout the day and are aware that should they become symptomatic (have two or more symptoms), they must put on a mask, and go home as soon as possible. Parents are also responsible to screen their children prior to entering the school and ask their children to self-monitor throughout the day. If a student becomes symptomatic while at school, they must put on a mask (the school will provide a medical mask) and await the pickup by a parent while waiting in our isolation area (maximum 1-hour). The isolation room is located off our library (one of the counselling rooms). The isolation room must be cleaned between each use following the standards detailed in Appendix G (Cleaning and Disinfection Standards) of the Return to School Plan for School Districts and Schools.

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November 25: The staff have been made aware of the changes in the Orange Phase and the fact that masks must be worn at all times, except when sitting at a desk quietly working or eating and socially distanced from others.

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. → 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>8/26/2020</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>8/26/2020</b>

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Evaluate options to reduce the number of people required onsite.		<b>Done</b>	<b>8/26/2020</b>
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>8/26/2020</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, 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.	<a href="#">NB Reg 97-150</a>	<b>Done</b>	<b>8/26/2020</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>In Progress</b>	<b>8/28/2020</b>

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

- **Classrooms** –Extra furniture has been removed from classrooms. Our library, guidance room, resource rooms etc. have all been modified to allow proper physical distancing and extra furniture has been removed. (Distancing of desks is not required when in a classroom bubble.)
- **Theatre** – Our theatre will not be used for the first four weeks. Before using the theatre, seats will be taped off to allow a 2M distancing to be maintained. (November 25 update: Our theatre is now available for a class bubble to use. The theatre will be cleaned by the custodial staff after each use).
- **Cafeteria** – Students will eat in their classrooms. A limited number (6-8) of students can eat in the cafeteria if required. Chartwell has completed an Operational Plan that allows for cashless transactions and physical distancing.
- **Elevators** – Have been limited to 1-person at a time unless a staff member is accompanying a student. Signage has been posted.
- **Staff Rooms** - Limit of 4 people, signage has been posted. (November 25: In the Orange phase, staff members are unable to eat or work in a staff room. The staff room is only to enter to retrieve items from the fridge and/or to use the microwave.)
- **Lockers** – will not be used and zip ties will keep them locked.
- **Washrooms** – Signage posted at entrance to washrooms. Masks must be worn in washrooms.

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- **Stairway** –Signage and arrows posted to detail physical distancing measures.
- **Hallway** – Directional arrows will be in place, as well as signage. (Please note that directional arrows are not needed in the hallways where there is room for people to pass with a 2m distance between them.)
- **Offices** - There will be red 'stop' lines at all offices reminding people they cannot enter unless they have permission and 2M distancing can be maintained or masks are worn.
- **Evacuation Drills** – The locations of the muster points will be such that physical distancing can be maintained when outside of the school.

**School Map** – See link to sample map that shows assigned entrances, and direction flow of the school.

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>8/26/2020</b>

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

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School schedule will be posted on the SSMS website: [ssms.nbed.nb.ca](http://ssms.nbed.nb.ca). It is also included in the staff binder (everyone has their own copy and it is also on our Microsoft Teams site).

<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 8 - CLEANING AND DISINFECTION PROCEDURES</b>			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G  <a href="#">Refer to Table – Make specific for your school</a>  <a href="#">Refer to WHMIS Overview Document</a>	<b>Done</b>	<b>8/26/2020</b>

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<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 style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/26/2020</b></p>
<p>Implement Bus Cleaning Protocol</p>	<p>Refer to Return to School 2020 Document – Appendix D</p>	<p style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/26/2020</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 style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/26/2020</b></p>
<p>Abide by EECD Ventilation Guidelines</p>	<p>Refer to Return to School 2020 Document Pg. 14</p>	<p style="text-align: center;"><b>Done</b></p>	<p style="text-align: center;"><b>8/26/2020</b></p>

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

Hand cleaning posters are posted in all washrooms.

Custodian will periodically check to ensure washrooms are adequately stocked up with soap, paper towels, etc. (Appendix G of Return to School Plan)

Masks are required when using washrooms. (November 25: New mask signs were posted around the school, thanking people for wearing their masks. The poster is from the province of NB.)

Buses will be cleaned as per the Bus Cleaning Protocol. (Appendix D2 of Return to School Plan)

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

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Please refer to Appendix K: Outbreak Management

Windows will be open whenever possible and any ventilation issues reported to Ron Munn, our Facilities Manager.

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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>8/26/2020</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>8/26/2020</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>8/26/2020</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>8/26/2020</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>8/26/2020</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.*

SSMS will have a supply of 362 Cleaner/Disinfectant. The Custodians will dilute product as per the standard and place into pre-labeled bottles. One bottle will be available in every classroom. The CII Custodian will monitor supply levels.

Each classroom will have a supply of hand sanitizer (alcohol free) within the class for staff and student use. Please note that the use of the sanitizer by students will be supervised by a staff member.

Updated on November 25: All staff and students are required to have two community masks readily available. Masks are to be worn at all times, except when someone is sitting quietly eating or reading, physically distanced from others. Another exemption is during physical activity in PE class, if necessary. At all other times, masks are to be worn. This includes outdoors.

**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.  <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>8/26/2020</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>8/26/2020</b>

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<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>8/26/2020</b>
Hand protection (gloves)	<a href="#">OHS Guide-PPE</a>	<b>Done</b>	<b>8/26/2020</b>
Eye protection (safety glasses, goggles)	<a href="#">PPE Poster</a>	<b>Done</b>	<b>8/26/2020</b>
Other PPE as determined necessary through the risk assessment ( <i>face shield</i> )	District Student Support Services	<b>Done</b>	<b>8/26/2020</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>8/26/2020</b>

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

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Staff members will have a face shield available for their use.

ASD-S will supply plexiglass “sneeze guards” when requested and approved. The main office area will have a plexiglass barrier.

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

Safety glasses and goggles will be available to staff members who request them.

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

Students/Staff who are feeling unwell at school will be provided with a medical mask to wear. Medical masks will not be reused.

A personal plan will be collaboratively developed with a student’s family for students who are unable wear a mask due to health conditions or other exceptionalities.

A supply of masks will be available for students/staff who forget to bring one to school.

## 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	8/26/2020
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	8/26/2020
Provide staff the employee training on the work refusal process.	<a href="#">Right to Refuse – Refer to Orientation</a>	Done	8/26/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	<a href="#">Refer to Orientation</a>	Done	8/26/2020
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	8/26/2020
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	8/26/2020
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	8/26/2020

## 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>8/26/2020</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.*

The orientation materials and presentation developed by ASD-S has been reviewed with all staff including a discussion of employee rights, protocol training, the Right to Refuse process and information on vulnerable people.

The SSMS Joint Health and 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
<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>8/26/2020</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>8/26/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

The Outbreak Management Plan procedures have been reviewed with our staff during back-to-school orientation sessions. (Please refer to Appendix K: Outbreak Management of the Return to School Guide.)

All applicable stakeholders are aware that Public Health will take the lead in the event of an outbreak.

All protocols will be followed that are 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
<b>Section 13 - MENTAL HEALTH</b>			
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 <a href="http://www.homeweb.ca">www.homeweb.ca</a> <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> <a href="#">Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact</a> <a href="#">NACTATR Guide to School Re-Entry</a>	<b>Done</b>	<b>8/26/2020</b>



## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Mental health resources were shared with all staff members during the orientation sessions.

There will be regular and periodic reminders to staff regarding the importance of looking after their mental health and reminding them of resources available. The reminders will be in the weekly SSMS Staff Update newsletter.

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  <a href="#">Refer to GNB Website</a> or <a href="#">GOC Website</a>	<b>Done</b>	<b>8/26/2020</b>
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		<b>Done</b>	<b>8/26/2020</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>8/26/2020</b>

## COVID-19 OPERATIONAL PLAN FOR SCHOOLS

<p>Site Specific Considerations:</p>		<p>Choose an item.</p>	<p>Click or tap to enter a date.</p>
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**Additional Consideration / Other Notes:** *Describe how any additional considerations are being met.*

SSMS does not currently have any external organizations within our school. If this changes later in the year, we will obtain a copy of their Operational Plan and ensure they are aware of our plan as well.

All fountains have been disabled and SSMS will only be using bottle fillers. Signage has been posted to remind people not to touch their bottle to the spout as well as a reminder that fountains are closed.

Students will eat lunch in their classroom. Breakfast snacks will be provided in each classroom.

Chartwells is expected to open in October. Orders placed with Chartwells will be dropped off to a student's classroom.

November 25 Update: It is not known when the cafeteria will open; students continue to eat in their classroom.