

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

To ensure each school environment safely applies risk mitigation measures consistent with Public Health guidance and the *Occupational Health and Safety Act* and Regulations. All schools, and district offices, must develop a written COVID-19 Operational Plan to provide the safe environment needed for students and staff. Refer to the *Return to School*, September 2020 document and its appendices for primary support for the requirements listed below. This completed document shall be submitted to Clare Tooley, clare.tooley@nbed.nb.ca for review by **August 26th, 2020**. It will then be signed off by Zoë Watson or John MacDonald and returned to the principal for implementation and distribution.

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

School Name	Milltown Elementary School
Principal (Signature)	Heather Bell-Williams
School District Official (Signature)	Zoe 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.**

Heather Bell-Williams	Oct. 21, 2020		
_____ Name (<i>October Review</i>)	_____ Date	_____ Name (<i>February Review</i>)	_____ Date
Heather Bell-Williams	Nov. 5, 2020		
_____ Name (<i>November Review</i>)	_____ Date	_____ Name (<i>March Review</i>)	_____ Date
Katie Chambers	Dec. 21, 2020		
_____ Name (<i>December Review</i>)	_____ Date	_____ Name (<i>April Review</i>)	_____ Date
Katie Chambers	Jan. 25, 2021		
_____ Name (<i>January Review</i>)	_____ Date	_____ Name (<i>May Review</i>)	_____ Date

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Utilize this page to track your changes.

Section(s) Updated - <i>(List the section numbers only)</i>	Date Updated
Changed some wording – updated sections pertaining to bathrooms	October 15, 2020
Switch to orange – all sections and signage changed to reflect this	Nov. 20, 2020
Switch to yellow – all sections and signage changed to reflect this	Dec. 14, 2021
Switch to red – all sections and signage changed to reflect this	Jan 7, 2021
Switch to orange – all sections and signage changed to reflect this	Jan. 17, 2021
Switch to yellow – all sections and signage changed to reflect this	March 8, 2021

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

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



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

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

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

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

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 2 - COMMUNICATIONS			
Communicate operational strategies, provide orientation to staff and students.	Refer to Orientation Document for <u>Staff</u> and Students	Done	8/13/2020
Communicate operational strategies, provided orientation to visitors.	Refer to Visitor Guidelines	Done	8/31/2020
Communicate operational strategies to parent/caregiver and school community.	District Communications Refer to Guide for Parents and the Public	Done	8/3/2020

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

Teaching Staff received the plan by Friday August 29 and reviewed it in a TEAMS/physically distanced face to face meeting on Monday August 31.

Support Staff will receive the plan by Friday August 29 and will review it on Wednesday September 2 in a face to face meeting (please note: face to face meetings will take place in the gym, physically distanced).

Parents: Plan will be posted to school website on September 3, 2020/six videos were prepared and distributed via social media in August (overview of welcome back initiatives, arrival procedures, dismissal procedures, recess and lunch and art/music/PE procedures, classroom bubble concept, leaving bubble procedures (office, bathroom when it was an emergency). Parents will receive all of the standard letters/communication and screening procedures.

Students: Teachers will use ppt/presentations prepared by Healthy Learners Nurses and their own teaching techniques to introduce, teach and reinforce all applicable aspects of the plan. 8/31/2020

Visitor guidelines will be posted in the entrance space (all visitors will begin their visit in the office entrance area) and the visitor guidelines will be reviewed with the visitor by either an admin assistant or an administrator. Visitors will wear masks and will use hand sanitizer and will answer the Covid-19 screening questions.

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

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

School has completed the risk assessment, all known risks have been assessed and we have/are implementing controls to minimize the risks as described in this plan. We will review the the plan monthly (and more frequently, as necessary) to ensure the risk remains as low as possible in all areas.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 4 - BUILDING ACCESS			
Ensure controls are in place to prevent the public from freely accessing the operational school.	Refer to Return to School 2020 Document Pg. 9 Refer to Poster	Done	8/31/2020
<p>Ensure controls are in place to track all people entering the school. Logs must be made available to Public Health for contact tracing purposes if it is identified that a person who tested positive for COVID-19 was present in the school.</p> <p>Attendance is required on a daily basis for staff and students.</p> <p>Schools must track all staff and students leaving the building for extended periods of time for contact tracing purposes.</p> <p>Teachers/Staff who visit multiple schools must keep a log of schools they have been to. Ex: SLP, EAL</p>	<p>Use a visitor log - See sample visitor log.</p> <p>Refer to Administrative Assistant 1-Pager</p>	Done	8/31/2020
Ensure controls are in place to track internal sports team participants. Schools must also keep a list of what other schools/organizations sports teams were at their school.	Refer to Return to School 2020 Document – Appendix F	NA	
<p>Ensure procedures are in place to promote and control physical distancing during the school start and dismissal times.</p> <p><i>*Keep in mind children walking, parent drop off, buses, etc.</i> <i>*Entry only doors/exit only doors, or assigned doors for certain classrooms, or specific pickup/drop off doors.</i></p>	Refer to Return to School 2020 Document Pg. 5	Done	Click or tap to enter a date.

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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.*

Visitor guidelines will be posted in the entrance space (all visitors will begin their visit in the office entrance area) and the visitor guidelines will be reviewed with the visitor by either an admin assistant or an administrator. Visitors will wear masks and will use hand sanitizer and will answer the Covid-19 screening questions and sign in upon arrival. When they leave, visitors will check in at the reception area in order that the admin assistant can sign them out. Visits will be by appointment only and will be limited to interactions that can't be solved via virtual or phone conversations.

In addition to regular attendance, student and staff who are leaving for portions of the day will sign in and sign out at the office. Community user groups, once allowed in the building, will be tracked in a log by the custodian in charge at the time (group contact person, phone number, time in, time out).

All entrances, other than main entrance door will be locked (this is usual process).

At the main entrance, there are outer doors and inner doors. The outer doors will be open and the inner main door will be locked and in order to gain access to the building, people will ring the doorbell and will be buzzed in, as appropriate. There will be a basket between the unlocked and locked door to accommodate contactless drop off of items such as lunches, etc. Visitors with appointments will enter the office via one way traffic at the "Office Entrance" sign and will follow the arrows on the floor and will exit via the one way traffic door in the conference room. Visitors will wear a mask until they are seated and physically distanced from other meeting participants. Plexiglass barriers may be used in the offices to facilitate safer interactions at spaces of less than 2 m.

Physical distancing at arrival and dismissal times: During morning arrival, all staff will physical distance and enter through the main entrance. Students will arrive as follows:

Walkers via walkers bridge – will stay 2 m apart unless in household bubble and enter via main entrance and proceed to classroom bubble, as per the arrows and paw prints on the floor

Kiss and Drop students will get out of vehicles and follow the purple paw path to the main entrance and will stay physically distanced and proceed to their bubble, as per the arrows and paw prints on the floor.

Crosswalk and bus students will follow the coloured paw paths to their designated entrance, physically distanced until they reach their classroom (K, K, K-1, 1-2 purple paw path, 2, 2, 3, burgundy paw path, 3W, 4, 4-5, 5 blue paw path (please note: this does not determine wolf pack groupings for recess and lunch, but simply the entry and exit door that is closest). Students will be encouraged to wear masks when entering the school and prior to being in their bubble classroom.

At dismissal times, one staff (Staff A) will be outside with a walkie talkie and another staff will be inside with another walkie talkie (Staff B) – Staff A will radio Staff B and staff B will dismiss bubbles of students (students will be directed to proceed to their designated exit door (see above) to go to bus or crossing guard, student will go to main lobby entrance to meet parents on front sidewalk (there is a paw path for parents to wait, physically distanced) or in kiss and drop circle. Students waiting outdoors will wait on coloured paw prints on the pavement, physically distanced.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 5 - SCREENING			
<p>Ensure that all staff entering the building understands and implements the screening process.</p> <p>Staff must screen themselves, take their temperatures, before leaving residences. If there are symptoms of COVID, they should not be at school.</p> <p>Students of age can screen themselves or have a parent screen them daily before coming to school.</p>	<p>Refer to Screening Tool</p> <p>Refer to Return to School 2020 Document Pg. 9, 10</p>	In Progress	8/31/2020
<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>	In Progress	8/31/2020

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

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Staff must complete the screening prior to leaving home. It is essential that all staff screening and absences for any reason, are entered into AESOP no later than 6:30 AM. We need staff at the school at 7:30 in some cases. Staff should self monitor throughout the day and are aware that if they become symptomatic such that they fail the screening criteria, they are to put on their mask and go home as soon as possible. Weekly staff newsletters will contain screening reminders and reminders on process.

Families will receive a printed document to refer to daily when they screen children at home. Emails and voice mail messages will routinely include instruction on the screening process and reminders on how to screen.

GNB up-to-date screening poster will be posted at all entrances.

A supply of medical masks will be secured for use in the isolation room. The self isolation space is the conference room. Doors to the smaller offices and the hallway can be closed and students requiring isolation will wear a mask and wait in the conference room until a parent arrives to pick them up. Supervision can be provided by office staff – wall between isolation room and office. Once the conference room is in use for isolation, a “two way traffic “ sign will be posted on the entrance to the office, indicating that people coming into the office will need to use the entrance for both entering and exiting. Any staff routinely coming to the office should be wearing a mask each time they enter and exit, regardless of which exit/entrance they use. Office staff may wish to wear their masks when there is a student in the isolation space. (The conference room will typically be the exit to the office in order to have one way office traffic). Isolation room will be cleaned according to cleaning document following each use.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 6 - PHYSICAL DISTANCING			

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<p>Implement physical distancing protocols.</p> <ul style="list-style-type: none"> → Classroom, lunchroom, elevators (<i>indicate where to stand within elevator if enough space, mask use, number of persons permitted</i>), staff rooms, locker rooms, workout rooms, coat/boot areas, meeting rooms, washrooms, change rooms, cafeteria, lockers (<i>recommend not to use lockers as much as possible</i>), etc. → Consider staff, students, visiting professionals, parents/guardians, contractors, volunteers, emergency personnel, repair workers, and community members. → Arrange furniture to promote physical distancing requirements (<i>including reception area</i>). Remove furniture if possible. → Provide visual cues on floor, indicate directional movement where appropriate, “no stopping” areas, narrow hallways, arrows, etc. → Determine if installation of physical barriers, such as partitions, is feasible. 	<p>Refer to Return to School 2020 Document <i>various sections</i>.</p> <p>Itinerant professional information in Return to School 2020 Document pg. 18</p> <p>Refer to Chartwells Operational Plan</p>	<p>In Progress</p>	<p>8/31/2020</p>
<p>Plan all assemblies or other school-wide events <i>virtually or outdoors</i>.</p>	<p>Refer to Return to School 2020 Document Pg. 4</p>	<p>Done</p>	<p>9/8/2020</p>
<p>Evaluate options to reduce the number of people required onsite.</p>		<p>In Progress</p>	<p>8/31/2020</p>
<p>Evaluate the risk of individuals coming closer than two metres. Stairwells, entry and exit points and narrow hallways can present challenges. Consider implementing one-way traffic zones where possible, e.g., one stairwell for walking up, a different one for walking down.</p>	<p>Refer to sample signage</p>	<p>Done</p>	<p>8/31/2020</p>
<p>Perform Evacuation Drills (<i>Fire Drill/Lockdown</i>) as normal as per NB Reg 97-150 School Administration Regulation. *Physical distancing requirements will be lifted during time of evacuation only, provided that it is complete, and students are back to physical distancing or being within their appropriate bubble within a 15-minute timeframe. Physical distancing must be adhered to upon re-entry to the school and masks are encouraged for all staff and students during drills.</p>	<p>NB Reg 97-150</p>	<p>In Progress</p>	<p>9/11/2020</p>

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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)	N/A	Click or tap to enter a date.
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Physical Distancing Notes: *Outline how physical distancing is being supported and communicated.*

Fire drills will be conducted as per regulations and as outlined above. Muster points will be separate bubbles by at least 2 m.

There are no stairways that are accessible to staff and students, other than the stairs going to the boiler room. Signage will be placed at the top and bottom of the stairs to indicate one way traffic only.

Paw prints will be placed 2 m apart outside and inside each staff and student entrance, to ensure physical distancing and students will enter at designated entrances and exits, based on their bubble group, in order to cut down on traffic at any one entrance.

Access by parents, volunteers, contractors, etc. will be limited to only visits that can't otherwise be accomplished by phone or electronic meeting. When these outside guests are in the building, it will be explained that they must stay within the area designated, as per the purpose of their visit. Chairs have been removed from the staff room (only two remaining, physically distanced) and the furniture in the lobby/reception area has been removed and only individual chairs remain in office, reception area and hall. Anyone seated in these chairs will wear a mask.

Arrows will indicate directionality in the hallways and office entrance unless with bubble group only, students and staff will wear a mask in the halls. Paw Prints are in halls adjacent to each entrance to encourage physical distancing.

Red tape will be on carpeted office doorways as well as adjacent to the secretary's desk. Plexiglass window has been installed in reception area to eliminate contact with the secretary. There is a pass through hole in the plexiglass. In order to reduce traffic to and from the office, baskets are placed outside each bubble class where cafeteria orders will be placed and baggies will be picked up once a day by Chartwells employee. Similarly, any other items to go to the office will be placed in the green baskets and secretary will pick up once daily.

Classrooms – students inside classroom are in the same bubble – specialist teachers and admin will wear masks when inside classroom bubble and if not able to physically distance by 1 m from children

Lunchroom/cafeteria for students – is the gym – four bubbles will enter the gym at their designated lunch time, keeping 2 m between bubbles and will sit at four tables, located in four separate corners of the gym. Bubbles will not interact at this time. Lunch duty personnel who are outside their bubble will wear a mask and physically distance as much as possible. Lunch garbage will be placed on a tray at the end of the table and will be emptied by staff on duty. Students will leave, ensuring at least 2 m between class bubbles.

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Tables and benches will be cleaned after each use. Chartwells will provide their operational plan for the safe preparation and serving of food items.

Staffroom will have one way traffic, as noted with floor arrows – max 3 people with masks to access fridges, stove, microwaves, coffee machine, water machine and mailboxes

Staff eating space is temporarily located on the stage – team meetings can take place here, 2 m without masks and/or while eating. Masks will be worn coming and going to the stage. In order to reduce noise in classrooms, stage door will remain closed.

Coats and boots are housed in each classroom bubble as much as possible. There is some coat storage in the staffroom for staff who aren't able to use a classroom for coat and boot storage.

Meeting rooms – only meeting space other than the stage is the conference room. Capacity is 3 the conference room.

Extra furniture has been removed from the staff room.

Staff Washrooms are located in the office, in the primary hallway, adjacent to the staff room and one stall in the shower room. Each of these are single use, with a locked door.

Student Washrooms – students in K-2 will use primary washrooms on a scheduled break per bubble. When a child needs to use the washroom at a time other than their scheduled break, they will wear their mask and call out to ensure that there are only two people in the washrooms at any one time (from different bubbles). They will enter one of the cubicles or use the urinal, wash their hands at one of the two end sinks (thus ensuring at least 1 m distance), exit the washroom. Students in grades 3-5 will follow the same process in the intermediate washrooms.

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 7 - TRANSITION TIMES			

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<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 (<i>Guidance</i>)</p> <p>Refer to Return to School 2020 Document Pg. 13, 14, 15</p>	<p>Done</p>	<p>8/24/2020</p>
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Transition Times Notes: *Describe how transitioning/staggering is being implemented and maintained. Insert school schedule.*

Recess – morning recess will consist of three time frames:

Wolfpack A (K, K, K-1, 1-2) – 9:45-10:00 – teachers of each bubble in the wolf pack will discuss timing of exiting and re-entering building in order that 2 m is always maintained between bubbles. While on the playground, bubbles will play in a pre-determined zone and not mix with other bubbles – masks are not required as long as students do not interact with other bubbles

Wolfpack B (2, 2, 3, 3,) – 10:05:10:20 – see above

Wolfpack C (4, 4,5, 5) – 10:25-10:40

Transition between spaces – teachers will check halls and verify with one another permanent schedules in order to ensure that there is always 2 m between bubble groups travelling the halls – teachers, staff and students do not need to wear masks during this time if they are travelling with their regular bubbles.

Lunch Transitions – lunch for students will consist of three time frames in the cafeteria –

Wolfpack A – 11:30-12:00

Wolfpack B – 12:05-12:35

Wolfpack C – 12:40-1:10

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 8 - CLEANING AND DISINFECTION PROCEDURES			
Ensure a schedule of cleaning and disinfecting as per EECD cleaning and disinfection standards. This document includes day to day custodial operations, cleaning of toys, desks, phys. ed equipment, instruments, shared surfaces, equipment, computers, library books, art supplies, etc.	Refer to Return to School 2020 Document – Appendix G Refer to Table – Make specific for your school Refer to WHMIS Overview Document	In Progress	8/31/2020
Washrooms: → Equip with running tap water, liquid soap, paper towel, <i>(forced air dryers in many locations)</i> , toilet paper, and garbage containers where needed. → Foot-operated door openers may be practical in some locations. → K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.	Refer to Return to School 2020 Document Pg. 14	In Progress	8/31/2020
Implement Bus Cleaning Protocol	Refer to Return to School 2020 Document – Appendix D	In Progress	9/8/2020
Implement Outbreak Cleaning & Disinfection Protocol when required <i>(Process, PPE Requirements)</i>	Refer to Return to School 2020 Document – Appendix G	Not Started	Click or tap to enter a date.
Abide by EECD Ventilation Guidelines	Refer to Return to School 2020 Document Pg. 14	In Progress	Click or tap to enter a date.

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

Staff Washrooms are located in the office, in the primary hallway, adjacent to the staff room and one stall in the shower room. Each of these are single use, with a locked door.

Student Washrooms – students in K-2 will use primary washrooms on a scheduled break per bubble. There will be battery operated lights adjacent to each washroom (two stuck on the wall outside each bathroom). When a child needs to use the washroom at a time other than their scheduled break, they will wear their mask and call out to ensure no more than two students are in the washroom at any one time. They will enter one of the cubicles (boys will be taught to only use one urinal in primary bathroom) or use the urinal, wash their hands at one of the two end sinks (thus ensuring at least 1 m distance), exit the washroom and turn the light out with their elbow. Students in grades 3-5 will follow the same process in the intermediate washrooms. Handwashing posters will be placed in all washrooms and in all classrooms, adjacent to the sinks.

Teaching staff will work together to create a bubble washroom break schedule. If a child outside the bubble approaches the washroom during a scheduled bubble break, the child will be directed to use the single use primary hall bathroom or the other set of bathrooms, whichever is more convenient/safe.

As per page 14 of the Return to School 2020 document, MES will consult with district as needed re ventilation.

Handwashing signage (and max capacity, where applicable) is posted in every washroom. Max capacity in all staff washrooms is one person, based on design (only single use). Max capacity outside of bubble breaks is two at a time.

Designated day custodian is responsible for making sure adequate cleaning supplies are in each space required. Washrooms will be cleaned throughout the day according to established EECD cleaning guidelines.

In the event of an outbreak, we will ensure proper areas re cleaned as per Appendix K of the Return to School document.

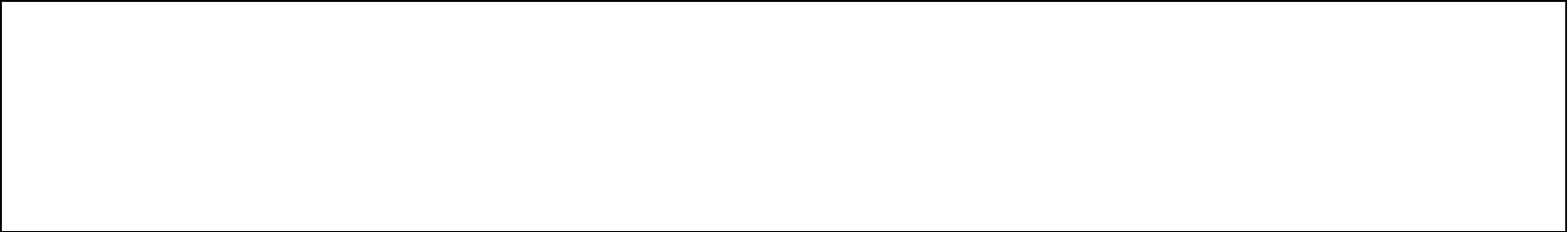
Masks are encouraged when using washrooms, except for students and staff within one bubble, during a scheduled bubble break.

Buses will be cleaned as per the Bus Cleaning Schedule.

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

We will open windows whenever possible and report any issues with ventilation to facilities asap.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 9 - HAND HYGIENE AND COUGH / SNEEZE ETIQUETTE			
<p>Ensure proper hand hygiene is practiced before and after handling objects or touching surfaces.</p> <p>Ensure hand-washing posters are posted in all washrooms. <i>Suggest putting them on doors and walls.</i></p>	<p>See Table 1</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p> <p>Schools Custodial and District Facilities Management Handwashing Poster</p>	Done	8/31/2020
<p>Ensure availability of all necessary supplies for cleaning and disinfecting.</p> <p>Designate personnel responsible for monitoring supply levels and communicating with administrators when supplies are low.</p>		Done	8/31/2020
<p>Have minimum Health Canada approved hand sanitizer available to use when soap and water is not available.</p> <p>Anyone bringing hand sanitizer to school must ensure it is *FREE OF ADDED SCENTS*</p> <p>Teachers will be in control of the hand sanitizer in classrooms.</p>	<p>Hand Sanitizer Poster</p> <p>Refer to Return to School 2020 Document Pg. 11, 12, 13</p>	Done	9/8/2020
<p>Remind everyone about frequent hand washing and cough/sneeze etiquette.</p>	<p>Coronavirus disease (COVID-19): Prevention and risks</p>	Done	9/8/2020

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<p>K-12 Staff and Students - Community masks must be worn whenever physical distancing requirements outlined in the Return to School 2020 Document cannot be maintained.</p>	<p>Refer to Return to School 2020 Document – Appendix A Community Mask Poster</p>	<p>Done</p>	<p>9/8/2020</p>
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Hand Hygiene and Cough / Sneeze Etiquette Notes: *Describe how the Hand Hygiene and Cough/Sneeze Etiquette procedures are being managed.*

Handwashing signs are posted on all washroom doors and walls. Staff and students will adhere to Table 1 guidelines for when to wash hands.

Mask posters will be posted throughout the building, including in each classroom. All staff and students are expected to have a mask readily available. Masks are to be worn when the staff or student are outside of their bubble.

We will have a supply of 362 Cleaner/Disinfectant and the custodian will dilute product and put in labelled bottles. There will be at least one bottle available in every classroom and one in the office, conference room, one on the stage, one in the library, one in the staff room, one in the photocopy room (formerly known as the triangle room). Staff requiring 362 in the small resource room can easily access the bottle from the photocopy room.

Hand Sanitizers and posters will be placed in all classrooms and common spaces (17 in total for MES). Teachers will remind students daily about the importance of hand washing/sanitizing and cough/sneeze etiquette – staff will be reminded weekly in on line staff newsletter. There will be a supply of hand sanitizer available at all times for staff and student use. It will be used under the watch of the teacher. All stakeholders will be reminded of the importance of using scent free hand sanitizer if you use your own supply.

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

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 10 - PERSONAL PROTECTIVE EQUIPMENT			
To ensure minimal interaction within various set groupings, where feasible and safe, install physical barriers. <i>*To ensure that members of vulnerable populations and students with complex needs are accommodated.</i>	Refer to Return to School 2020 Document – Appendix C, H Itinerant professional information in Return to School 2020 Document pg. 18	Done	8/24/2020
If a child requires to be toileted, the accompanying person(s) if not within the child's regular bubble, must wear community mask(s).		Done	9/8/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Provide personal protective equipment – only for those situations that require it:			
Provide personal protective equipment for those for whom it has been determined to be necessary, PPE Options:		Done	9/8/2020
Hand protection (gloves)	OHS Guide-PPE	Done	8/31/2020
Eye protection (safety glasses, goggles)	PPE Poster	Done	9/8/2020
Other PPE as determined necessary through the risk assessment (<i>face shield</i>)	District Student Support Services	Done	Click or tap to enter a date.
Use masks (<i>medical preferred</i>) for individuals who exhibit symptoms of illness to minimize the risk of transmitting COVID-19.	Health Canada information on non-medical masks and face coverings Refer to Return to School 2020 Document – Appendix A Community Mask poster	Done	8/31/2020

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Physical Barriers – a permanent plexiglass window has been installed in the reception area.

Moveable plexiglass barriers will be provided upon request, with approval from the Director of Schools.

Toileting – when a child is being toileted by two people, the staff from outside the classroom bubble must wear a mask.

Other PPE – provided as always, determined by district ESST, based on student needs

Medical masks – available for staff in vicinity of student isolation room/space

A supply of non medical masks will be available for staff and students who forget.

Shields – provided to all staff as additional protection to be worn if desired. Staff working outside of their bubble and who aren't able to physically distance of 1m from students must wear a community mask and may wear a shield in addition to the mask. Please note, a shield and mask service different purposes and a shield cannot be worn as a substitute for a mask.

Gloves are available for staff who request them.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 11 - OCCUPATIONAL HEALTH & SAFETY ACT AND REGULATIONS			
Communicate to all staff and supervisors their responsibilities and rights under the OHS Act and regulations.	OHS Guide-Three Rights Refer to Orientation	Done	8/31/2020
Provide staff and student orientation, information and training on the applicable policies and processes implemented regarding COVID-19.	Refer to Orientation	Done	8/31/2020
Provide staff the employee training on the work refusal process.	Right to Refuse – Refer to Orientation	Done	8/31/2020
Ensure supervisors are knowledgeable of guidelines and processes established by Public Health.	Refer to Orientation	Done	8/18/2020
Ensure all employees receive information, instruction and training on the applicable personal protective equipment required to protect against COVID-19 in the school setting.	Refer to Orientation	Done	8/31/2020
Engage Joint Health & Safety Committee or health and safety representative, if applicable, in the periodic reviews / updates of this document.	OHS Guide-JHSC	Done	8/31/2020
Provide competent and sufficient supervision to ensure staff/employees, students, and visitors are complying with policies, procedures and processes established.	OHS Guide topic-Supervision	Done	8/31/2020

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>Done</p>	<p>8/31/2020</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.*

**Orientation provided to teaching staff on Monday August 31.
Orientation provided to other staff on Wed. Sept. 2 .**

We have discussed employee rights, protocol training, right to refuse, vulnerable persons, etc.

Health and Safety Committee will review plan monthly from October – May to update and to ensure compliance.

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 12 - OUTBREAK MANAGEMENT			
<p>Prepare for the possibility that an individual is a suspect COVID-19 case and may have been in the building. Inform your employees of the procedures to be followed and that confidentiality must be maintained. *Regional Public Health will notify the school about what is to be done.</p> <p>Students and staff must self-monitor throughout the day.</p>	<p>WorkSafeNB FAQ - Contact with someone tested/confirmed</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/31/2020
<p>Communicate to all staff the requirement to cooperate with Public Health if there is a suspected or confirmed case of COVID-19 in the school.</p> <p>Schools must engage the district from the beginning of the Outbreak Management Process.</p> <p>Regional Public Health will advise the employee, student and parent/guardian, and/or the employer if there is a need to communicate with the school and/or district during contact tracing.</p> <p>Once the district is advised by a staff member who has tested positive for COVID-19, they must then report it to WorkSafeNB.</p>	<p>WorkSafeNB FAQ</p> <p>Refer to Return to School 2020 Document – Appendix K</p>	Done	8/31/2020

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

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

Outbreak Management Plan procedures will be reviewed with all staff in the orientation.

We will follow the process outlined in the EECD Outbreak management plan.

Special Emphasis will be on:

Maintaining confidentiality, reviewing the flow chart in Appendix K and reviewing the FAQ from Worksafe NB.

Of special note will be teacher's responsibilities (around student learning) in the event of an outbreak.

Administrators will be responsible for reporting unusual patterns of absenteeism, as per the usual process (this was required in non-pandemic times).

Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 13 - MENTAL HEALTH			

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 www.homeweb.ca</p> <ul style="list-style-type: none"> • Book an appointment or access help right away, including immediate crisis support • Short-term, solution-focused counselling — a client-centered approach to goal setting and problem solving • Bridging to community services, specialized referrals, and treatment if needed • Multilingual diverse clinical network; minimum of master's degree & five years' experience • For employees, spouse/partner, eligible dependents • Voluntary, confidential, no cost to the user <p>Guidelines for Re-Entry into the School Setting During the Pandemic: Managing Social, Emotional and Traumatic Impact NACTATR Guide to School Re-Entry</p>	<p>In Progress</p>	<p>8/31/2020</p>
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Mental Health Notes: *Describe how mental health resources will be communicated to staff.*

All staff will receive this communication during their orientation session.

All staff will continue to receive reminders via the weekly on line staff newsletter.

All staff will receive info from Dr. Kevin Cameron as linked above.

Teaching Staff are all reading Emotional Intelligence 2.0 and have done some work in spring 2020 on adult/teacher social emotional learning, with self awareness being a key aspect of SEL. To that end, teaching staff will focus on setting personal goals in the areas of self awareness through the book, Emotional Intelligence 2.0.

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Action Items	Resources <i>(Examples, Templates, Guidance Documents, Posters, Links, Reference Documents)</i>	Status <i>(Done, In Progress, Not Started, N/A)</i>	Date Implemented
Section 14 - ADDITIONAL CONSIDERATIONS/OTHER			
Ensure schools that provide food abide by applicable regulations.	Return to School document Pg. 13, 14, 15 Refer to GNB Website or GOC Website	Done	9/8/2020
External Organizations operating within school <i>(Obtain a copy of their Operational Plan)</i>		Done	8/31/2020
Utilize Bottle refilling stations, or Plan B – Water Coolers, water fountains will be turned off. Put up signage.	Insert Water Bottle Signs	Done	9/8/2020
Site Specific Considerations: <ul style="list-style-type: none"> • Chartwells • Talk with Me Program • Boys and Girls’ Club ASP • Boys and Girls’ Club daycare • Sylvan tutoring 		Done	Click or tap to enter a date.

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

COVID-19 OPERATIONAL PLAN FOR SCHOOLS

Food Services provided by the school:

Breakfast program – individually packaged items will be divided into bowls – one bowl per bubble. Teachers will pick up bowls when they arrive in the morning and breakfast will be eaten in classroom bubble space.

Snack Items – similarly, snack items will be individually packaged and available in classrooms.

Supplemental lunch/snack items – will be in individual bowls on bubble tables in the cafeteria.

Students/Staff being provided with food outside of their bubble classroom will be served by an adult wearing gloves and a community mask.

Talk With Me Operational Plan has been provided to the school.

Prior to re-entry September 8, Boys and Girls club will provide operational plan to school for the After School Program.

Sylvan tutoring will provide Operational Plan to the school prior to re-starting their program.

Water fountains have been removed (August 18, 2020) and have been replaced with water bottle filling stations. Signage will be posted as appropriate.

Students will all be provided with one reusable water bottle at the beginning of the year. This is to be taken home and washed daily.